

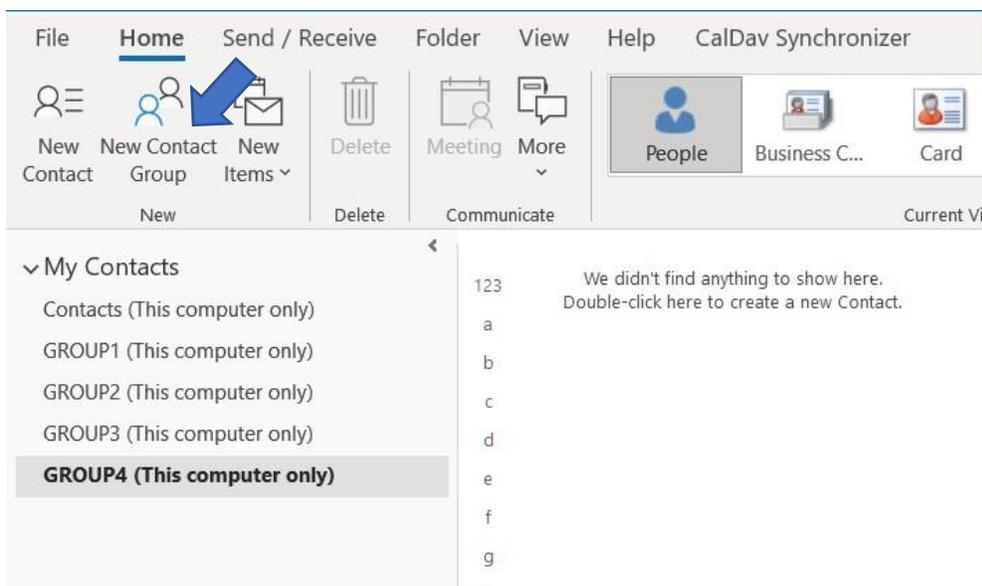
## SYNCING OUTLOOK GROUP EMAIL ADDRESS TO DCP CONTACTS APP

In order to successfully sync outlook contacts by group contacts list, the group contacts list must correctly setup as Folder under “**Contacts (This Computer Only)**”



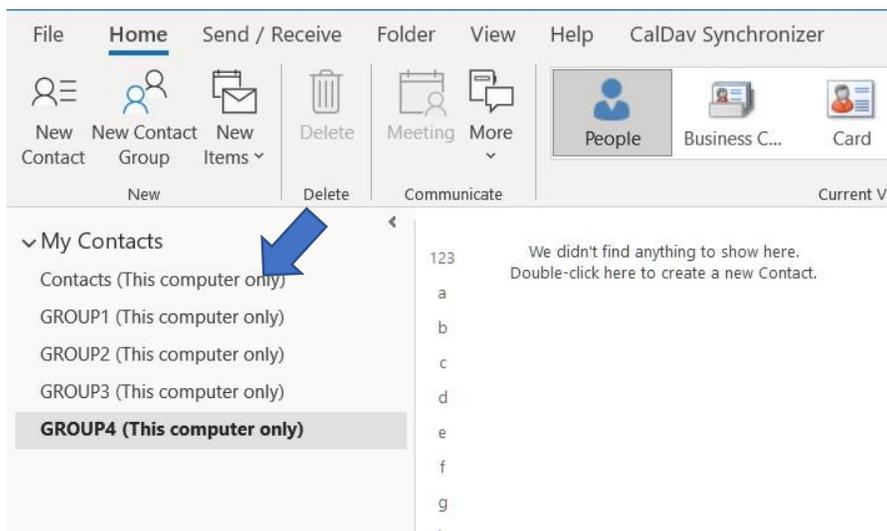
In the above example, we could see GROUP1 folder, GROUP2 folder and so on have been created, as sub-folder under “Contact (This Computer Only)”

If the user has previously wrongly setup the group contacts list by using “**New Contact Group**” feature as seen in image below, syncing such group contacts list would not keep the grouping intact. Therefore, if this is the case, the user needs to re-setup his/her group contacts list following the method explained above (more guidance from the following notes).

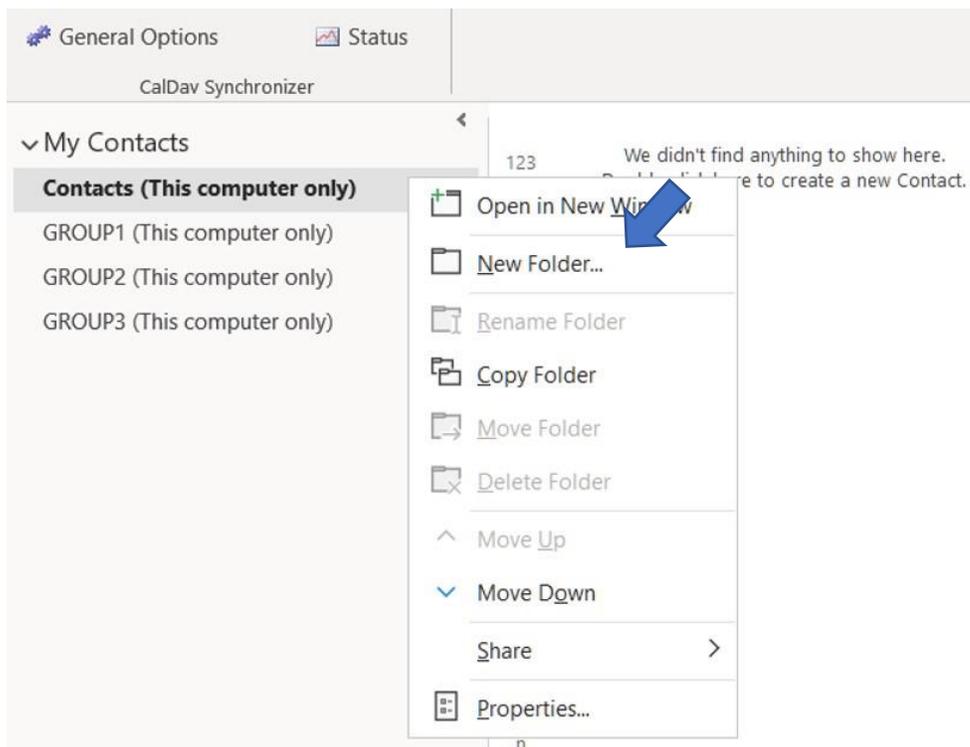


### Creating Group Contacts List for Syncing to DCP

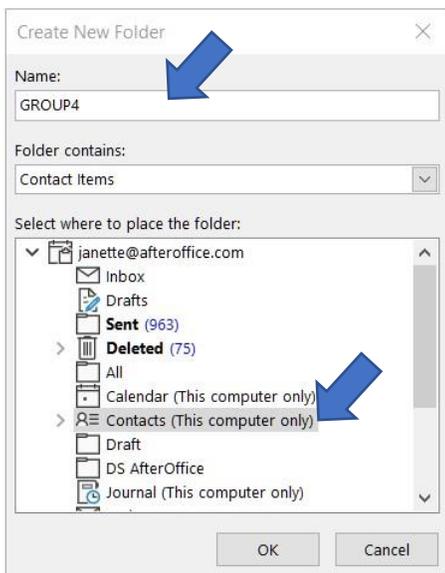
1. Go to outlook's Contact or People
2. Point the mouse to “**Contacts (This computer only)**” and right click the mouse



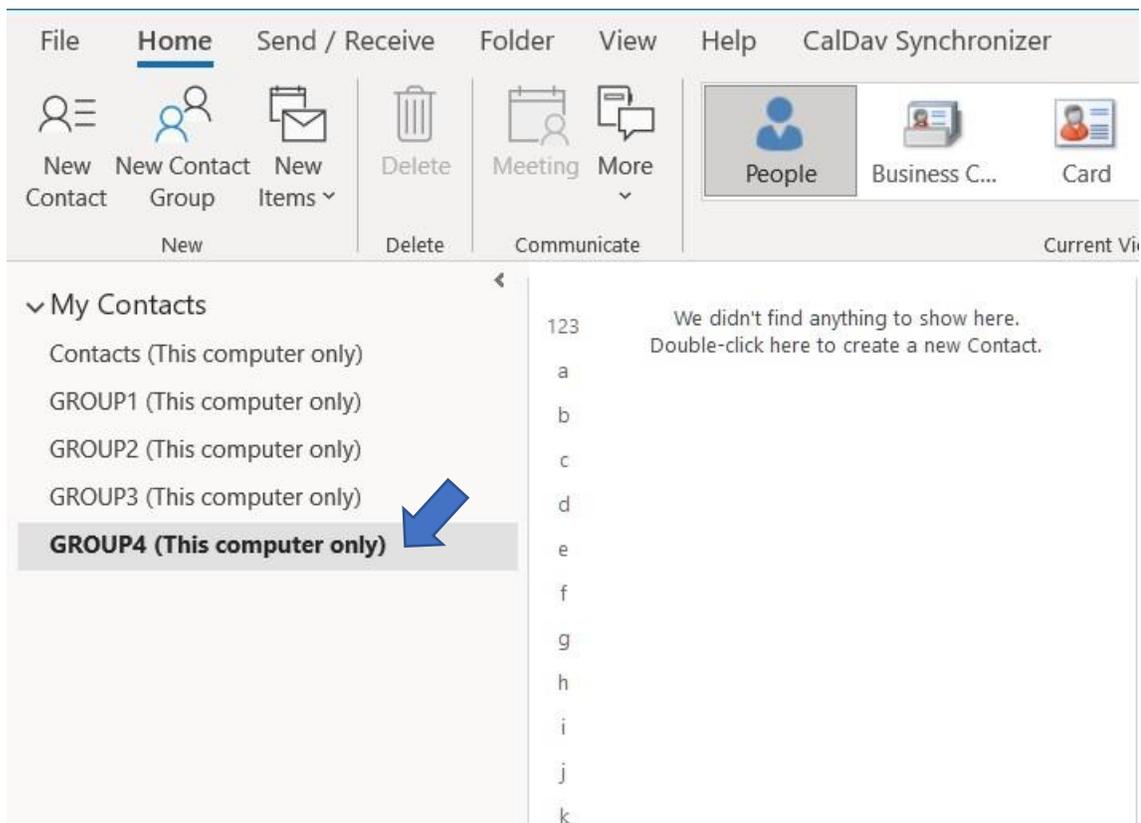
3. A menu box appear, select “New Folder”



4. A dialog box appears, type in the name of the group contacts list you wish to create. Here, we are creating Group4 contacts list. Point your mouse to “Contacts (This computer only)” and click on it then press OK.



- Once the OK is clicked, you will see Group4 folder has been created as sub-folder under “Contacts (This computer only)” **Tips: if you do not see the folder at the left pane, try to close the outlook and relaunch / reopen the outlook, go to Address Book / People and the folder should be there.**



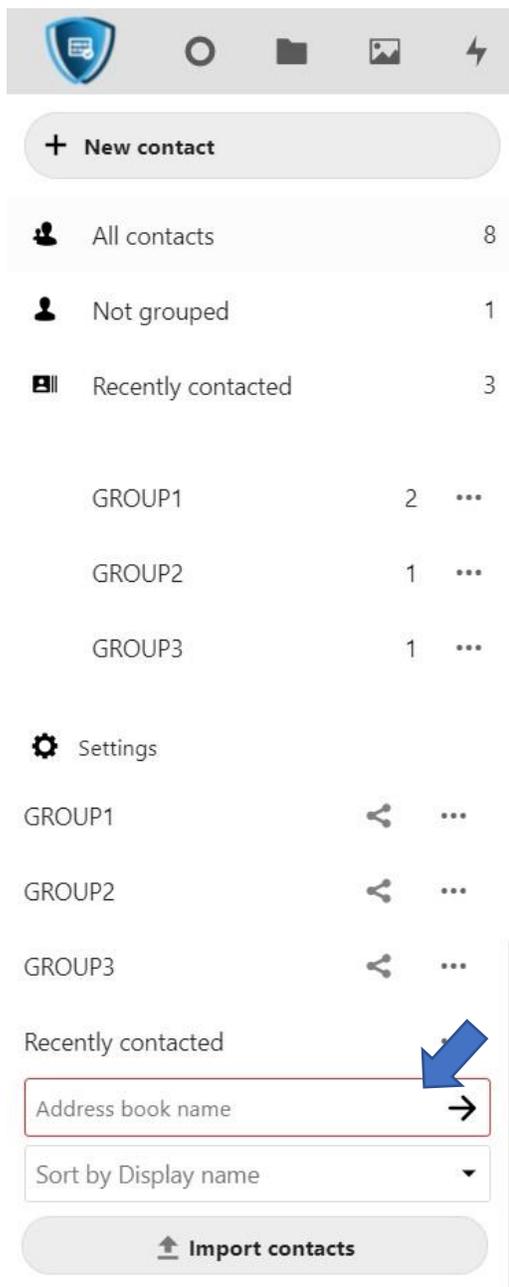
- Once the group contacts list folder has been created, you can input the email addresses, accordingly. If you already have existing group contacts list, you may export out your existing list in csv file format and import back to the appropriate group contacts list folder which you have created. How to export and import contacts list, view guide from Microsoft from the following links:

Export contacts: <https://support.microsoft.com/en-us/office/export-contacts-in-outlook-966eb60e-a451-4ade-8025-eead2bfe18ef>

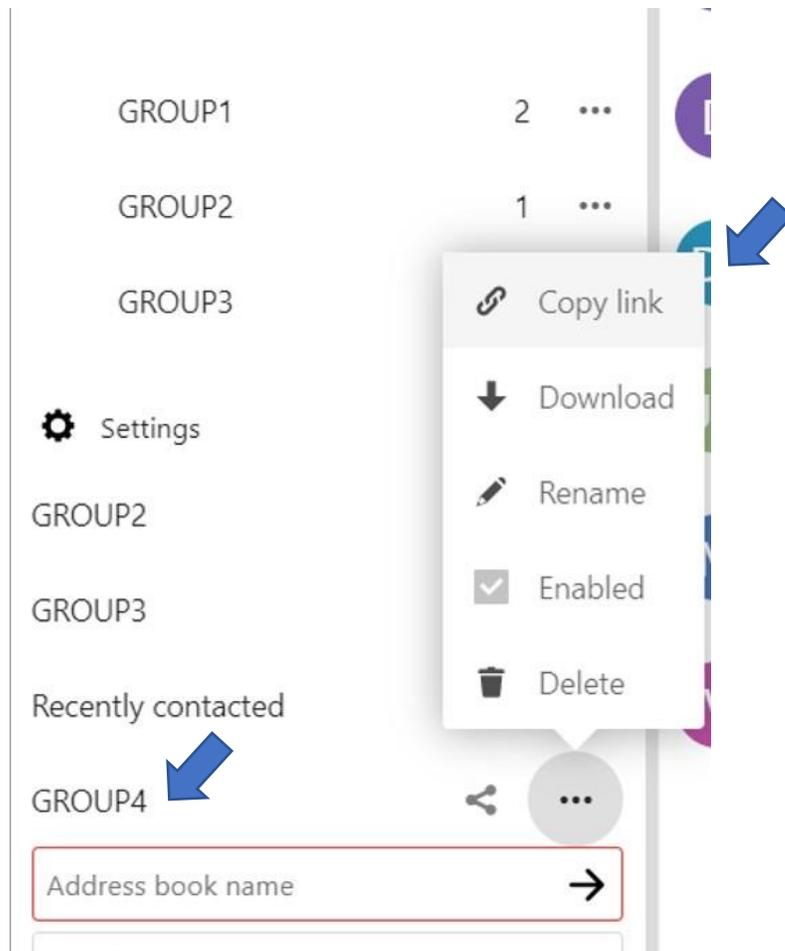
Import contacts: <https://support.microsoft.com/en-us/office/import-contacts-to-outlook-bb796340-b58a-46c1-90c7-b549b8f3c5f8>

- Now that you have done and ensure your group contacts list have been properly setup in the outlook, next, is to sync the group contacts list to DCP account.

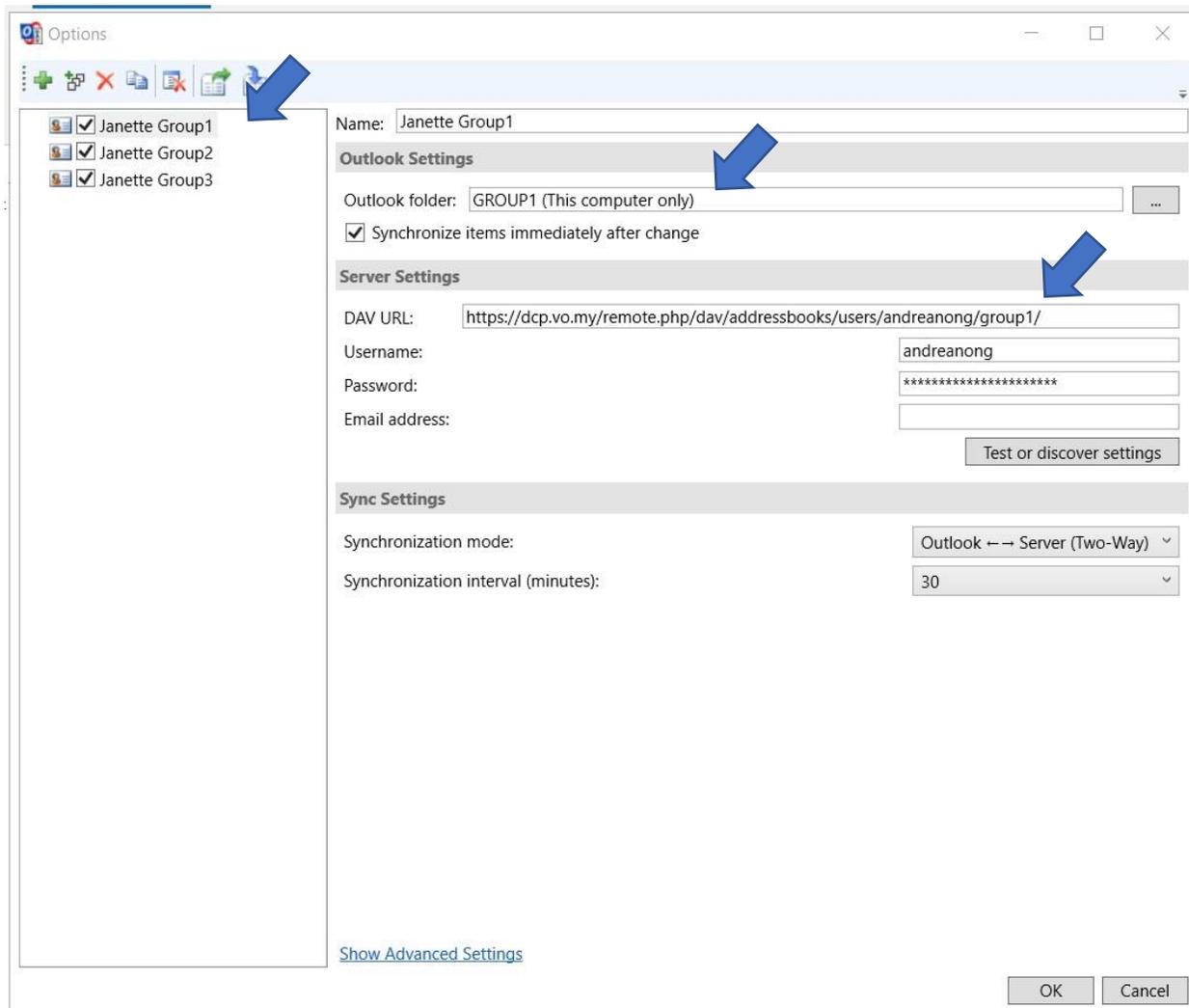
8. Log in to the DCP account that you have determined / created to be the Centralized Global Address Book to be shared by users.
9. Go to your DCP Contacts App, click “Settings” and create mirror group contacts list. From the image below, we could see, GROUP1, GROUP2, GROUP3 contacts list have been created. Type in the name of group contacts list at the space pointed by the blue arrow.



10. Once the group contacts list has been created, e.g. GROUP4 on DCP, click the 3 dots and click “Copy link” to copy the CalDav link of GROUP4 for outlook sync setup.



11. Before you setup outlook sync on the other user's outlook, make sure the other user's outlook's group contacts list has also been properly setup as per guide above under his/her “Contacts (This computer only)” The other user's outlook address book's group contacts list must mirror of that of the Admin's outlook address book.
12. On the other user's outlook, follow the DCP guide on how to setup outlook sync to DCP as per link: <https://dcp.vo.my/doc/doku.php?id=admin:global-address-book>
13. However, for those with group contacts list, create sync profiles by group contacts list as well like image below.



14. Based on the above example, Group1 sync profile, should select GROUP1 (This computer only) folder on outlook and the its CalDav link should be the one copied from GROUP1 address book created on DCP. Likewise, for Group2 sync profile and so on.

The end.