One quick and easy way to share individual contacts or appointments is to simply forward them via e-mail as attachments to people who need them. Outlook makes this easy to do within the **Contact** and **Appointment forms** via the **Actions** menu — simply click **Forward**. This quickly creates a new e-mail with the selected/open item included as an .msg attachment. Be careful though — you must make sure that Outlook is properly configured to send these attachments, or the recipient will receive the attachment as a blank message. For starters, make sure that the message format is set to Rich Text, and that Outlook does not convert Rich Text messages to HTML. (On the **Tools** menu, click **Options**. On the **Mail Format** tab, click **Internet Format**. Under **Outlook Rich Text options**, click **Send using Outlook Rich Text format** in the list.) Lastly, if the person to whom you are sending is included in your **Contacts** folder, double-click their e-mail address in their contact to verify that Rich Text is chosen as the e-mail format.

A far better and easier option is to save contacts as vCard files (.vcf) and appointments as vCalendar (.vcs) or iCalendar (.ics) files. These formats are widely used by many e-mail and PIM (Personal Information Manager) applications other than Outlook and should be used instead of sending .msg files, especially if you are unsure what e-mail program the person you are sharing your information with is using. Outlook also includes the **Forward as iCalendar** and **Forward as vCard** commands on the **Action** menu to make it easy to send these files. For more information on the vCard, vCalendar, and iCalendar specifications, see [vCard and vCalendar](http://office.microsoft.com/search/redir.aspx?AssetID=XT011729051033&CTT=5&Origin=HA011477571033) on the Internet Mail Consortium Web site.

If you need to share a large number of contact or appointment items with other Outlook users, the best distribution mechanism is to export the contents of your **Contacts** or **Calendar** folder to a Personal Folders File (.pst). The **Import and Export** option on the **File** menu allows you to export all or a filtered subset of folder information, which can then be easily imported using the same wizard on another user's computer. Compressing this file with a utility like WinZip is a good idea if you need to e-mail the .pst file, as they can become quite large. You will also have to exit Outlook before you work with this file to release an exclusive lock that prevents it from being accessed.

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