

Google Contacts - Sharing Contact Groups - JobAid 2019

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How to share your Google Contacts using the Export/Import feature

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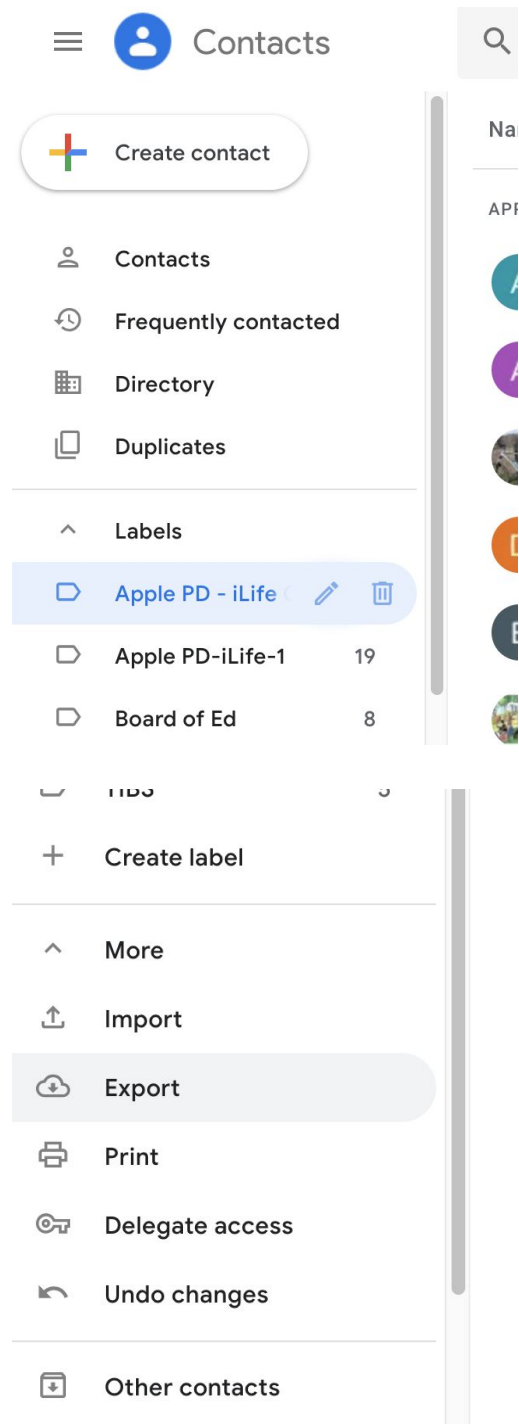
1. Goto Google Contacts from the Google Apps "Waffle" menu



2. Select (highlight) the group you want to share.

3. Scroll down further and Click on the More. Below you will see an extended menu.

4. Click on Export.

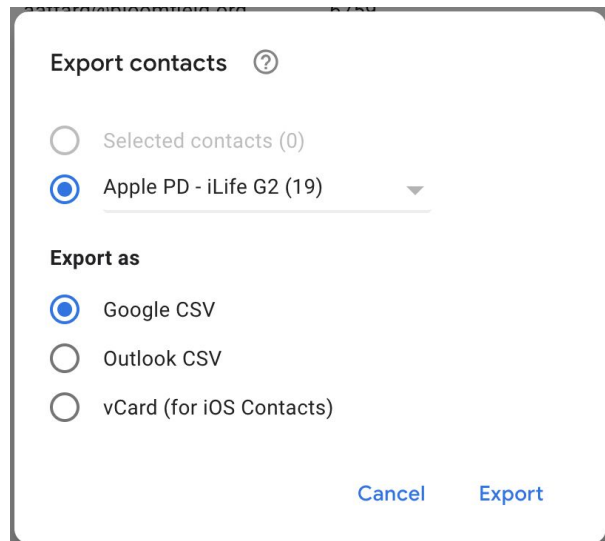


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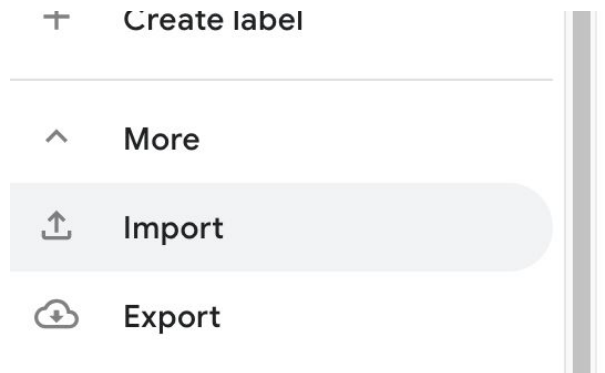
5. Confirm the details of the group or selected contacts.

6. Select Google CSV for other google users.

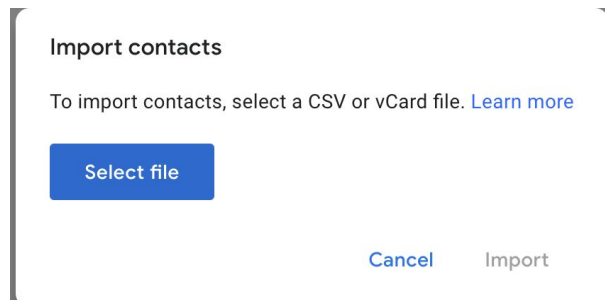
7. Click Export. File will be downloaded to your system.



8. To import the shared contact group. Scroll down to the More menu and expand to see the Import Contacts.



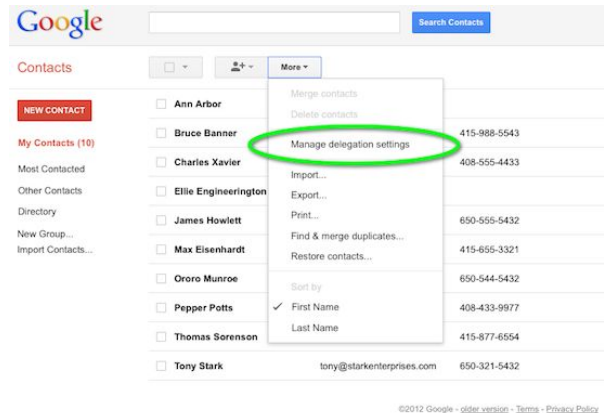
9. Select your file (the google csv) and click on Import. The group will now be in your contacts.



How to share your Google Contacts using the Delegate feature (THIS SHARES THE ENTIRE CONTACT LIST - BEWARE)

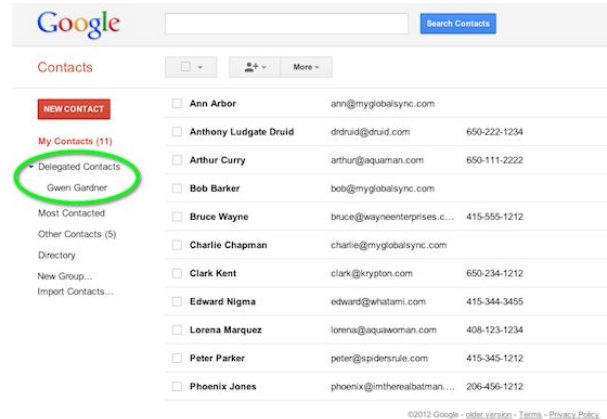
This process is mainly useful for admin support who need access to many contacts and or scenarios when someone is out of work and you need access to their contacts.

1. Open [Google Contacts](#).
2. Select the More pulldown menu directly above your contacts list and click Manage Delegation Settings.
3. Using the Add people box, enter the email addresses of the other users you wish to share your Google contacts with.
4. Click Share & save to finish granting the specified users access to your contacts.
5. (this part was just like sharing any other document with Google Drive)



How to view shared Google Contacts

1. Go to [Google Contacts](#).
2. In the left navigation, click the **Delegated Contacts** group.
3. Under *Delegated Contacts*, view the names of users who have delegated their contacts to you. Click on the user's name to enter their My Contacts group with full edit access.



Things you can do when sharing

- Invite anyone in your organization to share and have access to your contacts
- Avoid having to replicate contacts across Gmail accounts
- You can delete or edit a delegated contact and it will automatically be synched to everyone with access to your contacts.

Things you can't do when sharing contacts

- You can't share your

contacts outside your domain.

- You can't limit sharing to a Contact Group. You have to share all of My Contacts.
- You can't create your own Contact Group that include emails from the shared group.
- You can't create a new contact and add it to the delegated group
- If you do a search in your address book it will search the delegated contacts

Things to bear in mind and beware of

- The synching of delegated contacts may take a few minutes (try refreshing your screen)
- When you click the Delegated contact group it may take a while for the contacts to load (depending on the number of contacts)
- If you share your Google contacts with other Gmail users they can delete and change your contacts.
- When you delegate your contacts for sharing it includes your entire address book not just part

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of it.

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