You can use the features of Outlook and Zimbra Web to create new ways for your department to share knowledge and communicate with each other.

- A shared Address Book allows everyone in your department to send email messages and calendar proposals to the whole department or specific workgroups.
- A shared Calendar allows everyone in your department to quickly view which staff are on vacation, out sick, or traveling to a conference.
- You can quickly edit the contents of a shared Address Book or Calendar.
- You can create contact groups for your entire staff and for each individual workgroup.
- You can easily change the staff who have permission to view or edit the shared Calendar or Address Book.
- You can create a shared Calendar and Address Book in your mail account or in a resource account. If you create your shared Calendar and Address Book in a Resource account, it will still be available to your department if you change positions or retire.

**Creating a Shared Address Book**

**Step 1: Create the Address Book**
1. Login to Zimbra Web with the account you want to own the shared Address Book.
2. Click the Address Book tab.
3. Right-click Address Book title bar and select New Address Book.
4. Enter a Name for the Address Book and select the color.

**Step 2: Create a Contact Group**

**Note:** You can have as many contact groups in an Address Book as you would like.
1. Double-click the address Book and select **New > Contact Group** on the toolbar.
2. Enter a Group Name.
3. Add members to the group by typing their addresses in the box below the name(one per line) or by searching for them in the Global Address List.
4. Click the **Save** button to save the contact group.

**Step 3: Share the Address Book**
1. Right-click the address Book and select **Share Address Book**.
2. Enter the email address of the person you would like to share the address book with. Multiple names separated with commas can be entered.
3. Select the role (Viewer or Manage) and click **OK**.

**Editing a Shared Address Book**

To add someone from a contact group in the address book:
1. Double-click the address book.
2. Add their name to the list by typing their email address or searching for them in the Global Address List.
3. Click **OK**.

To remove someone from a contact group in the address book:
1. Double-click the address book.
2. Remove their name from the box under the Group Name.
3. Click **OK**.

To share the book with an additional person:
1. Right-click the Address Book and select **Share Address Book**.
2. Enter the email address of the person you would like to share the address book with. Multiple names separated with commas can be entered.
3. Select the role (Viewer or Manage) and click **OK**.

To revoke the sharing of the address book with someone:
1. Right-click the Address Book and select **Edit Properties**.
2. Click **Revoke** next to their name in the list at the bottom of the window.
3. Click **OK**.

To edit the role:
1. Right-click the Address Book and select **Edit Properties**.
2. Click **Edit** next to their name in the list at the bottom of the window.
3. Change the role and click **OK**.
4. Click **OK**.