

# SHARED CONTACTS



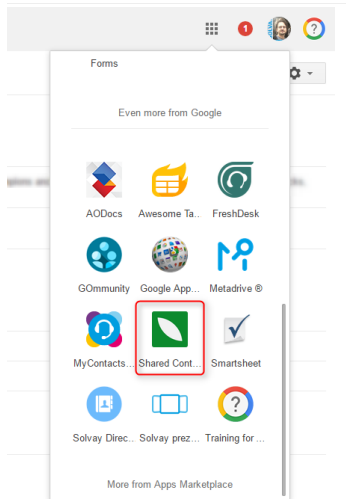
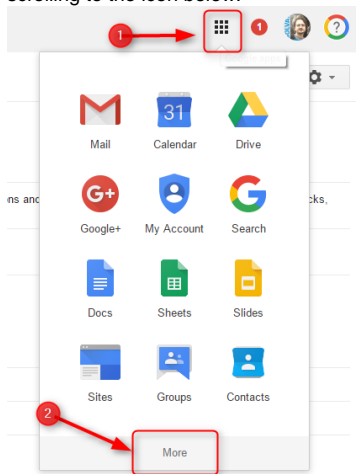
## SHARED CONTACTS

This application is used to share contacts between persons. This allows, for example, for a team to keep one single repository of all their suppliers. Whenever one team member edits or adds a contact information in that Shared Group, then it is automatically updated in all the other team members as well.



## Get started

You can access to the application from any Google Apps page clicking on the App launcher on the top right, selecting "More" and scrolling to the icon below.



Check How To section below for further instructions



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## How-to

You have everything you need for working with Shared Contacts in this link: <https://sites.google.com/a/solvay.com/gomunity/other-apps/sharing-contacts-with-the-shared-groups-application>



## FAQ

No. You only need to create the shared contact group, and then add the contact to that group. No need to have the same contact twice.  
Yes. Only the people you invite to the shared contact group will have access to that information.



## Troubleshooting

If you encounter any issues using this application, contact your local IS Infrastructure service-desk. [Click here](#) for contact information.

