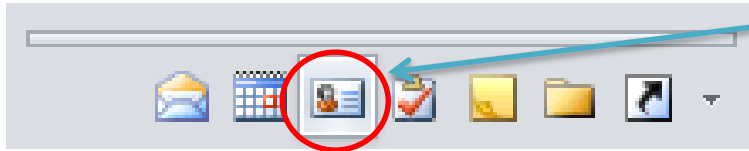
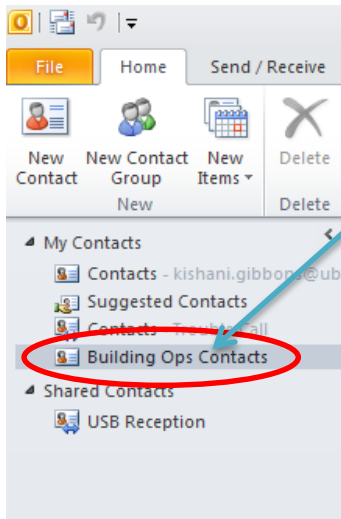


Updating Shared Contacts



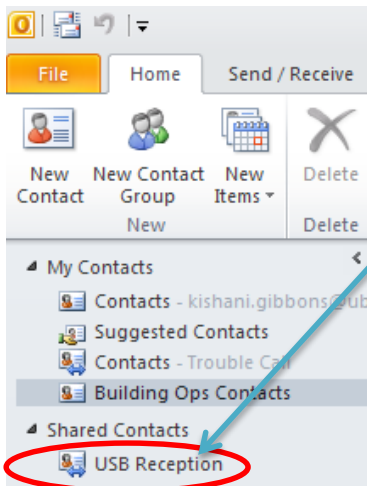
STEP 1.

Select “contacts” on the bottom left hand corner of your in-box



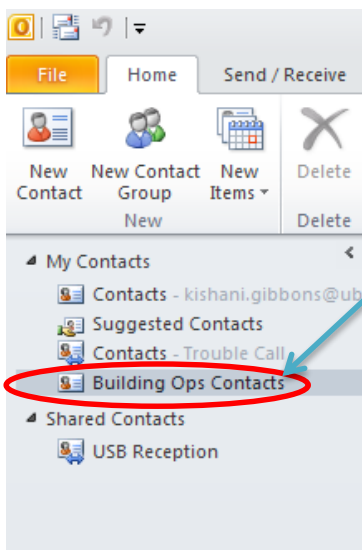
STEP 2.

Under “My Contacts” click on “Building Ops Contacts” (or the folder you created to store your Building Ops contacts) and do the following:
Click on any contact to highlight it and then:
CTRL A - This will select all the contacts in the list, highlighting them all
Right click and “delete” all the contacts



STEP 3.

Under “Shared Contacts” click on “USB Reception”
Click on any contact to highlight it and then:
CTRL A - This will select all the contacts in the list, highlighting them all
CTRL C - This will copy all the selected contacts



STEP 4.

Go back to “My Contacts” and click on “Building Ops Contacts” and press **CTRL V** – this will paste all the up to date contacts