

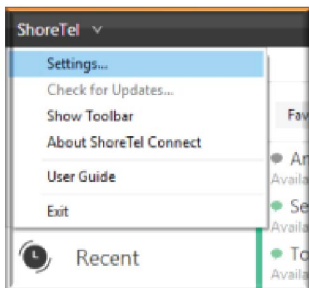
How to Delete Outlook Contacts

from the ShoreTel Connect Client

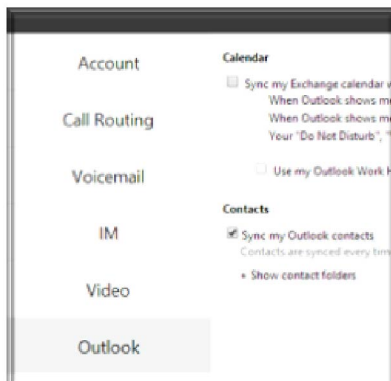
Instructions

Follow these steps to delete Outlook contacts from the ShoreTel Connect client

- 1 Export Outlook contact list to a known location
- 2 Delete all Outlook contacts
- 3 Re-Sync the contacts in the Connect client by clicking the upper left drop down titled **ShoreTel**
 - a. Select **Settings**, which will launch a pop up screen



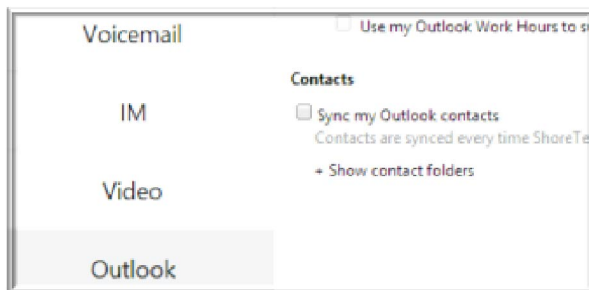
- b. Select **Outlook**
- c. Confirm **Sync my Outlook** contacts is checked



- d. Close the pop up screen
- e. Select the upper left drop down titled **ShoreTel**
- f. Select Exit

4 When you start the Connect Client, it will synchronize the now empty Outlook contacts.

- 5** Select the upper left drop down titled **ShoreTel**
- a. Select **Settings**, which will launch a pop up screen
 - b. Select **Outlook**
 - c. Uncheck the Sync my Outlook contacts



- d. Close the pop up screen
- e. Select the upper left drop down titled **ShoreTel**
- f. Select **Exit**

6 In Outlook, navigate to File > Options > Add-Ins and disable:
ShoretelConnectContactUploadAddin

7 When you start the Connect Client, it should no longer synchronize your Outlook Contacts

8 Now you can re-import your Outlook contacts and not have them synchronize to your Connect Client.

Need Help?

Contact our expert support team by calling **855.9.INFLOW** today!