

**From:** [Essig, Dawnielle S.](#)  
**To:** [Tibbs, Mariah K.](#)  
**Subject:** FW: DocuSign Email Address  
**Date:** Thursday, June 27, 2019 2:02:37 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Mariah,

Here is the email about the DocuSign Contact List...



**Dawnielle Essig, SPHR**

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Hi Dawnielle,

The address book in DocuSign is somewhat of a mystery to me. It's supposed to save your "contacts" when you send an envelope to them. Then, next time you send an envelope to the same person it should auto populate their name and email as you start typing. I've noticed that it doesn't always work or it doesn't have a rhyme or reason to which contacts it remembers.

DocuSign also allows you to share your contact list with others on the account. It's sort of an "all or nothing" approach. This means you can go into your address book, select which contacts you want to share, then share them with everyone on the account.

If you want to give this a try, Bryan will need to login to DocuSign and go to "My Preferences" by clicking the little profile picture in the top right corner. From there, navigate to the "Contacts" page on the left hand side of your screen. I believe you can select your contacts and then hit the "share" button at the top. You might try sharing a few of these first and then have another person login and see if they are able to find your contacts.

It's not the most ideal solution, but it's the only thing I can find that allows you to share your address book. If it helps at all, here is the help article with details on how to share:

<https://support.docusign.com/guides/ndse-user-guide-manage-contacts>

Thanks!

Ben



**Ben Crawford, SHRM-CP**

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Hi Ben,

We were wondering...with DocuSign is there any kind of global address capabilities or any way that we could share addresses like we share folders? For example, last year, Bryan Dodrill initiated all of our Merit Increase letters. Last year he had to key each one in individually. Now if he needs to send something to one of them, the address comes up when he starts typing their name. Do we have any capabilities to share those email address with the rest of our group/folder sharers?

Thanks for your help!

Dawnielle



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