**Sending/Receiving Contact Information Through E-mail**

In Outlook, it is possible to send and receive contact information through e-mail. If the recipient uses Outlook, it is possible to send the Contact information as an Outlook address card. If the recipient doesn’t use Outlook, the information can be send as a vCard. A vCard is the Internet standard for creating and sharing virtual business cards.

**Sending Contact Information**

- Click the **People** button at the bottom of the **Folder Pane**.
- Click one of the entries in the **Contacts List**.
- On the **Home Tab** in the **Share Group**, click the **Forward Contact** button.
- From the list, select one of the options.
  - **As a Business Card** – The Contact information will appear in the message area of the e-mail window in Business Card format.
  - **As an Outlook Contact** – The Contact Information will appear in the Attachment line of the e-mail message.
- Fill in the information for the message.
- Click the **Send** button.

**Receiving Contact Information**

- At the bottom of the **Folder Pane**, click the **Mail** button.
- The contents of the **Inbox** should be displayed.
- The **Forwarded Message** should appear in the **Inbox**.
- If the message has not arrived, click the **Send/Receive Tab** and in the **Send & Receive Group**, click the **Send/Receive All Folders** button.
- Double-click the forwarded message.
- The **Message Form** will appear showing the **Contact Information** in the message.
- Double-click the **Card**.
- The **Contact** information will appear.