

SENDING/RECEIVING CONTACT INFORMATION THROUGH E-MAIL

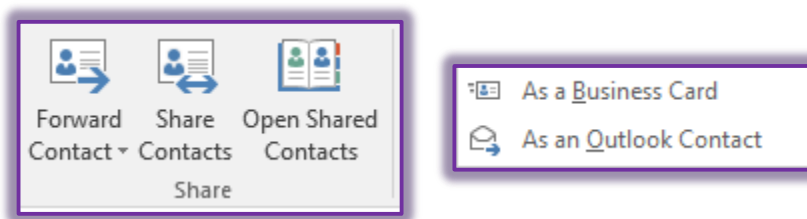
In Outlook, it is possible to send and receive contact information through e-mail. If the recipient uses Outlook, it is possible to send the Contact information as an Outlook address card. If the recipient doesn't use Outlook, the information can be send as a vCard. A vCard is the Internet standard for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