**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 sent 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 (see illustration above).

† 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.