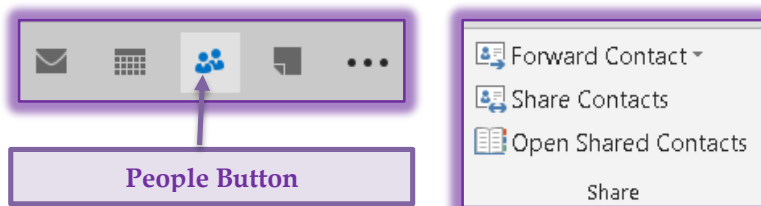


SENDING/RECEIVING CONTACT INFORMATION THROUGH E-MAIL

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

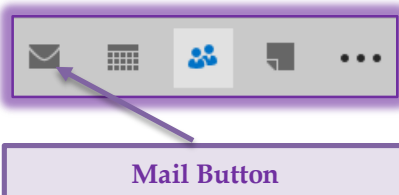
- ✦ Click the **People** button at the bottom of the **Folder Pane**.
- ✦ Click one of the entries in the **Contacts List**.



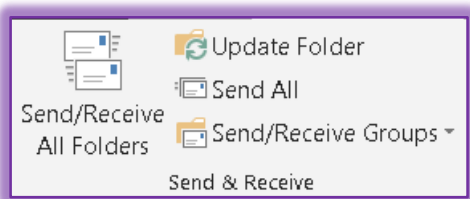
- ✦ On the **Home Tab** in the **Share Group**, click the **Forward Contact** button (see illustration above).
- ✦ From the list, select one of the options.
 - ✦ **As a Business Card** - The Contact information will appear in the message area of the e-mail window in Business Card format.
 - ✦ **As an 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.