

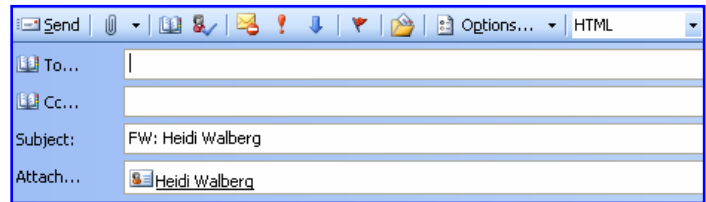
## SENDING/RECEIVING CONTACT INFORMATION THROUGH E-MAIL

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 **Contacts** folder link on the **Navigation Pane**.
- ✦ Click one of the entries in the **Contacts List**.
- ✦ Do one of the following:
  - ✦ Click **Actions** on the **Menu Bar** and then click **Forward**.
  - ✦ Right-click the message and then click **Forward**.

- ✦ The **Forward Message** form will appear (see illustration).
- ✦ The **Card** for the selected **Contact** will appear as an attachment.
- ✦ In the **To** box, input the recipient's e-mail address.
- ✦ For this lesson, we will use your e-mail address, which is the Training Account that you have been assigned.
- ✦ Click the **Send** button.



### Receiving Contact Information

- ✦ In the **Navigation Pane**, click the **Mail** option.
- ✦ 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** button on the toolbar.
- ✦ Double-click the forwarded message.
- ✦ The **Message Form** will appear showing the **Card** in the message.
- ✦ Double-click the **Card**.
- ✦ The **Contact** information will appear.