

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**.
 - ✦ Right-click the message.
- † Click **Send as Business Card**.
 - ✦ The **Untitled - Message** window will display.
 - ✦ The **Business Card** will appear in the body of the message and as an attachment to the message.

or

- † Move the mouse pointer over **Send Full Contact** and select one of the options.
 - ✦ **In Internet Format (vCard)**.
 - ✦ **In Outlook Format**.
 - ✦ The **Untitled - Message** window will appear.
 - ✦ The information will appear as an **Attachment** to the message.
- † In the **To** box, input the recipient's e-mail address.
- † Input information for the recipient into the body of the message.
- † 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.