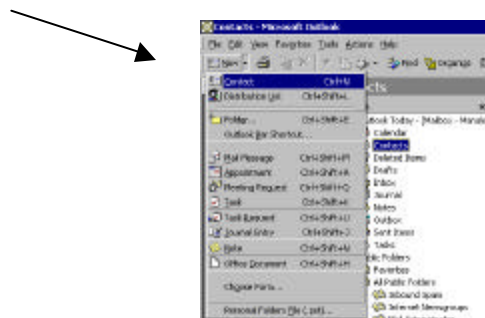
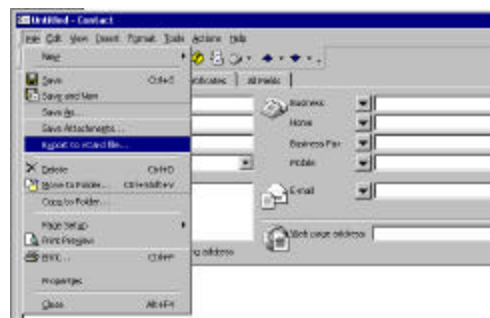


vCards act like electronic business cards and offer a convenient way to exchange information like name, address, e-mail and telephone numbers. vCards use a common format that is understood by many email programs, personal organizers and contact managers; so if for example, you send a vCard out of Outlook, it will easily be read by and imported into products from companies like 3Com, Lotus, Novell and Nokia, to name a few.

Step 1: Open MS Outlook and go to your personal contacts list. Then go to **New** → **Contact**



Step 2: The new **Untitled - Contact** window opens up. Fill in your details then go to **File** → **Save**. Then go back to **File** → **Export to vCard file...**, type a name in the **File Name** box and click **Save**.



To include your vCard with your e-mail signature:

- Go to the **Tools** menu and click **Options**.
- Click the **Mail Format** tab.
- Click **Create signature** and then click **New**.
- Choose the options you want and click **Next**.
- Under **vCard options**, select your vCard.

Now, each time you send a message your vCard will be automatically attached.

To save a vCard to your Contacts:

- Open the message that contains the vCard.
- Double-click the attachment to open it.
- Click **Save and Close**.