

Sending Contact Information to Others

Microsoft Outlook supports the use of vCards, the Internet standard for creating and sharing virtual business cards. You can save a contact as a vCard and send it in an e-mail message. You can also add a vCard to your e-mail signature. When you open a vCard, it opens as a contact.

Common Questions

How does it look?



DawnTX.vcf
(483 B)

It inserts as an attachment with the .vcf extension so it will save in the Outlook contacts container.

Can it be copied?

It can be copied and pasted just as any other attachment in email.

Step One, Create a Contact:

Yourself . . . and save it.

1. Send a vCard

- a. Click **Contacts**.
- b. Click the contact you want to send as a vCard, and then on the **Actions** menu click **Forward as vCard**.
- c. If the Forward as vCard command is not available, click Forward

2. Save a vCard attachment to Contacts

- a. Open the message you received.
- b. Double-click the attachment to open it.
- c. In the open contact, click **Save and Close**.

The information in the vCard is saved to your **Contacts** folder.