

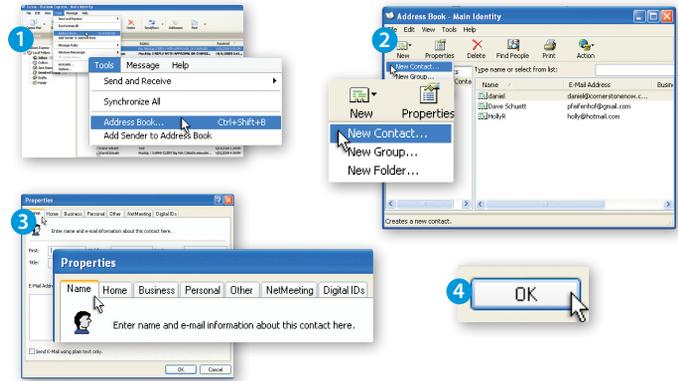
TUTORIAL

Create a vCard Using ...

E-Mail Program: Outlook Express

Computer Operating System: Windows XP

1. With Outlook Express open, click your cursor arrow on "Tools" from the menu bar and then select "Address Book..." from the resulting drop-down menu.
2. The Address Book – Main Identity window will appear. Click on the "New" button and select "New Contact..." from the resulting drop-down menu.
3. The Properties window will appear. Enter all the information you want included with your vCard using the various tabs (Home, Business, etc).
4. When you have entered the relevant information, click on the "OK" button to save your changes.



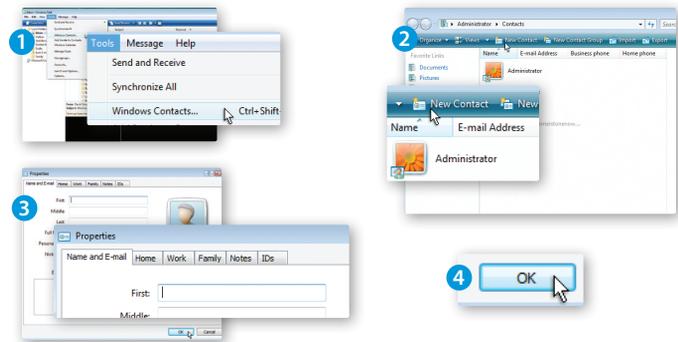
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Create a vCard Using ...

E-Mail Program: Windows Mail

Computer Operating System: Windows Vista

1. With Windows Mail open, click your cursor arrow on "Tools" from the menu bar and then select "Windows Contacts..." from the resulting drop-down menu.
2. In the next screen, click on "New Contact."
3. The Properties window will appear. Enter all the information you want included with your vCard using the various tabs (Home, Work, Family, etc).
4. When you have entered the relevant information, click on the "OK" button to save your changes.



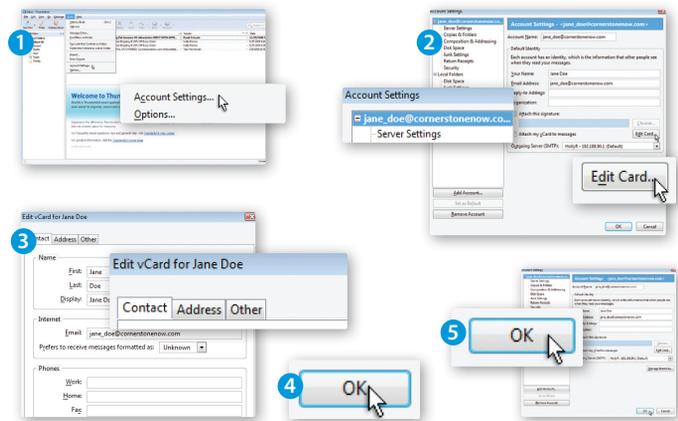
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Create a vCard Using ...

E-Mail Program: Mozilla Thunderbird

Computer Operating System: Windows XP, Windows Vista, or Mac OS X

1. With Thunderbird open, click your cursor arrow on "Tools" from the menu bar and then select "Account Settings..." from the resulting drop-down menu.
2. The Account Settings window will appear. Click on your e-mail account and then click on the "Edit Card..." button.
3. The Edit vCard window will appear. Enter all the information you want included with your vCard using the various tabs (Contact, Address, etc).
4. When you have entered the relevant information, click on the "OK" button to save your changes.
5. The Account Settings window will reappear. Click on the "OK" button to close.



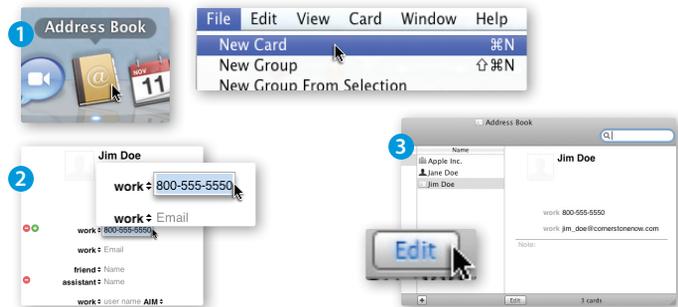
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Create a vCard Using ...

E-Mail Program: Mail.app

Computer Operating System: Mac OS X

1. In Mail.app, open Address Book, go to the "File" menu and select "New Card" from the resulting drop-down menu.
2. A new empty card will appear. Fill in the information you want to include in the card in the labeled fields.
3. Click the blue highlighted "Edit" button when you are finished adding data to the card.



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Include Your vCard Using ...

E-Mail Program: Outlook Express

Computer Operating System: Windows XP

1. With Outlook Express open, click your cursor arrow on "Tools" from the menu bar and then select "Options..." from the resulting drop-down menu.
2. The Options window will appear. Select the "Compose" tab.
3. In the "Business Cards" section, check the box next to "Mail."
4. Next, select your name from the drop-down list.
5. Click on the "Apply" button and then the "OK" button.

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Include Your vCard Using ...

E-Mail Program: Windows Mail

Computer Operating System: Windows Vista

1. With Windows Mail open, click your cursor arrow on "Tools" from the menu bar and then select "Options..." from the resulting drop-down menu.
2. The Options window will appear. Select the "Compose" tab.
3. In the "Business Cards" section, check the box next to "Mail."
4. Next, select your name from the drop-down list.
5. Click on the "Apply" button and then the "OK" button.

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Include Your vCard Using ...

E-Mail Program: Mozilla Thunderbird

Computer Operating System: Windows XP, Windows Vista, or Mac OS X

1. With Thunderbird open, click your cursor arrow on "Tools" from the menu bar and then select "Account Settings..." from the resulting drop-down menu.
2. The Account Settings window will appear. Click on your e-mail account and then check the box next to "Attach my vCard to messages."
3. Click on the "OK" button to save your changes and close the window.

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Include Your vCard Using ...

E-Mail Program: Mail.app

Computer Operating System: Mac OS X

1. With Mail.app open, create a new e-mail message that you would like to send with a vCard.
2. Open the Address Book and select your personal vCard.
3. Drag that card from the "Name" column into the body of the message you just created.

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Opening/Saving a vCard Using ...

E-Mail Program: Outlook Express

Computer Operating System: Windows XP

1. With Outlook Express open and within the e-mail that contains the vCard, click on the vCard to open it.
2. The "Mail Attachment" pop-up box will appear asking if you want to open the file. Click on the "Open" button.
3. The vCard will now be open in the (contact name) Properties window. Click on the "Add to Address Book" button.
4. In the next screen, review the information that has been auto-populated. If everything looks correct, click on the "OK" button to save your changes and close the Properties window.

TUTORIAL

Opening/Saving a vCard Using ...

E-Mail Program: Windows Mail

Computer Operating System: Windows Vista

1. With Windows Mail open and within the e-mail that contains the vCard, click on the vCard to open it.
2. The "Mail Attachment" pop-up box will appear asking if you want to open the file. Click on the "Open" button.
3. The vCard will now be open in the (contact name) Properties window. Click on the "Add to my contacts" button.
4. In the next screen, review the information that has been auto-populated. If everything looks correct, click on the "OK" button to save your changes and close the Properties window.

TUTORIAL

Opening/Saving a vCard Using ...

E-Mail Program: Mozilla Thunderbird

Computer Operating System: Windows XP, Windows Vista, or Mac OS X

With Mozilla Thunderbird, you can send vCard attachments but the program doesn't allow you to import the contact information directly into your address book. However, the information shows up in the preview window so you can simply copy and paste the information into a new address book entry.

TUTORIAL

Opening/Saving a vCard Using ...

E-Mail Program: Mail.app

Computer Operating System: Mac OS X

1. When you receive a vCard in Mail.app, double click on its icon in the message or in the attachments pane.
2. Address Book will open and ask you if you are sure you want to add the card to the Address Book. Click "Add."
3. The new entry will now appear in the Address Book.