Use electronic business cards in Outlook 2010

Quick Reference Card

Use a business card template

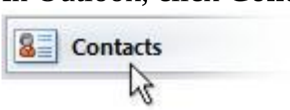
To follow these steps, you must be connected to the web. Also, clicking the link in these steps will take you away from this page. If necessary, print this page before you continue.

1. Go to the E-mail business cards page on Office.com.
2. Scroll through the templates until you find one you like, point to it, and then click **Download**.
3. Save the template in a convenient place on your computer, such as your **Documents** folder.
4. When you save the template, it opens as a contact. Replace the sample data with your own information.
5. On the **Contact** tab, in the **Actions** group, click **Save & Close**.

Note To use the template again, double-click the file you saved in step 3, then repeat steps 4 and 5.

Create a contact for yourself

1. In Outlook, click **Contacts**, located in the lower-left corner of the Navigation Pane.



2. On the **Home** tab, in the **New** group, click **New Contact**.

3. Enter your contact information. For example, you can enter the following information in the these fields:

In this field	Enter this value
Full Name	Your first and last names
Company	Your company
Job title	Your title or position
E-mail	Your e-mail address
Web page address	Your web address
Business phone	Your business phone
Mobile phone	Your mobile phone
Business Address	Your business address

Outlook adds your information to the business card as you move the focus to a new field.

Remove fields from a business card

If you fill in all the information called for by a contact card, the resulting business cards can look crowded and hard to read.

1. With the contact open, right-click the business card and click **Edit Business Card**.
   The **Edit Business Card** dialog box appears. The dialog box displays an image of the business card in the upper-left corner, plus a set of buttons and other controls. To format and edit the card, you can click a field element (name, title, and so on) in the card image, or you can click the same field in the **Fields** pane, in the lower-right corner.

1. In the **Fields** pane, click the field you want to remove, and then click **Remove**.
   

   That removes the field from the card, but not the underlying contact.

Add fields to a card

- With the card open for editing, click Add, point to a field category, and then select the field you want to add.

Move fields up or down

- In the **Fields** pane, click the field you want to move, then click the **Move Field Up** button.
  

Add blank lines (empty space)

- In the **Field** pane, click the first **Blank Line** field, and then click the **Move Field Up** button until the blank line is where you want it.

Remove an image from a card

- Open the **Image** list and select **Text Only**.
  

  That removes the default image from the card.

Add an image to a card

These steps assume you have the card open for editing, and an image.

1. Click **Change**, use the **Add Card Picture** dialog box to locate an image such as your corporate logo, and click **OK**.
2. From the **Image Align** list, select a location, such as **Bottom Right**.
3. In the **Image Area** box, raise or lower the value until the image is the right size.

Change text color

1. In the **Field** pane, click the field containing the text you want to change.
   The text appears in the text box under **Edit**, like this:
   

2. Click the **Font Color** button, select the color you want to use and click **OK**.
   

Change font size

- Click the **Increase Font Size** button (the large **A**) twice to enlarge your name.

Change field labels

1. In the **Field** pane, click the field that has the label you want to change. If nothing appears in the **Label** box, select a different field.
2. Click the **Label Color** button to the right of that box, and select the shade of gray used in steps 3 and 5.

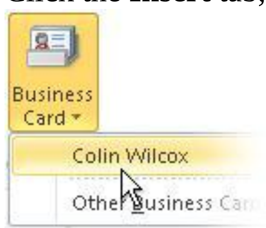
Save changes to a card

- Click **OK** to save your changes and close the **Edit Business Card** dialog box, then click **Save & Close** to save your data and close the **contact** card.

Add the card to a mail message

1. In the Outlook Navigation Pane, click **Mail** to go to your mailbox.

2. On the **Home** tab, in the **New** group, click **New E-mail**.
3. Click to place the insertion point in the body of the message (the window below the **Subject** line).
4. Click the **Insert** tab, click **Business Card**, then click your name.



5. If you have more than one business card, and clicking your name doesn't insert the card you want, click **Other Business Cards**.
6. Scroll through the list of contacts until you locate the card you want to use, and click **OK**.
   Note You can follow steps 5 and 6 to insert another person's card in a message.

Use the card as your mail signature

When you use a business card as your e-mail signature, you can send the card with new, outgoing messages, and with replies and forwards. Most people only send cards with new, outgoing messages, but the choice is yours.

1. Open a new e-mail message, and on the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
   That starts the **Signatures and Stationery** dialog box.
2. Click **New**, and in the **New Signature** dialog box, enter **Business Card**, then click **OK**.
3. Under **Edit Signature**, click **Business Card**.
4. In the **Insert Business Card** dialog box, scroll to locate the card you want to use and click **OK**.
5. To include the card in new, outgoing messages, open the **New Messages** list and select the signature you just created.
6. To include the card in replies and forwards, open the **Replies/Forwards** list and select the signature you just created.

Save a card to your Contacts

These steps assume someone sent a card to you.

1. If it isn't already, open the mail message that contains the card.
2. Right-click the card and click **Add to Outlook Contacts**.

You'll find the contact listed in alphabetical order.