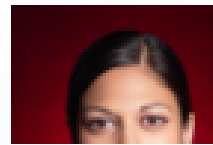


By: www.brainybetty.com

INSERTING AN ELECTRONIC BUSINESS CARD AS YOUR OUTLOOK 2010 SIGNATURE

Goal of this tutorial:

- In a few simple steps, you will learn how to insert an electronic business card as your Outlook signature for emails you send.



Jane Doe

Amazing Company, Inc.
Trainer

555-1212 Work

555-1515 Mobile

555-1313 Home

jane.doe@amazing.com

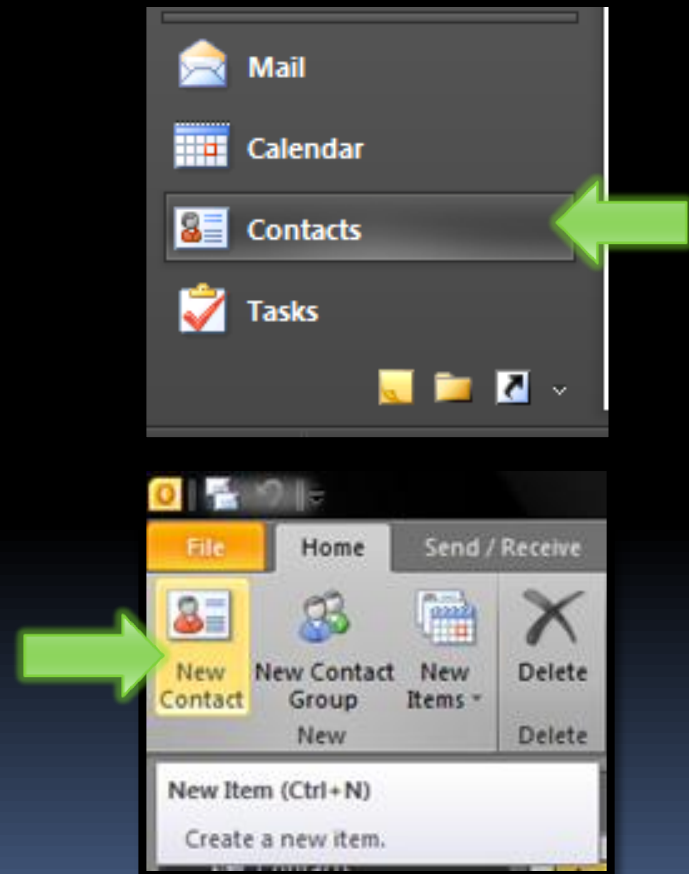
1 Amazing Way

Amazingville, OH 55555 USA

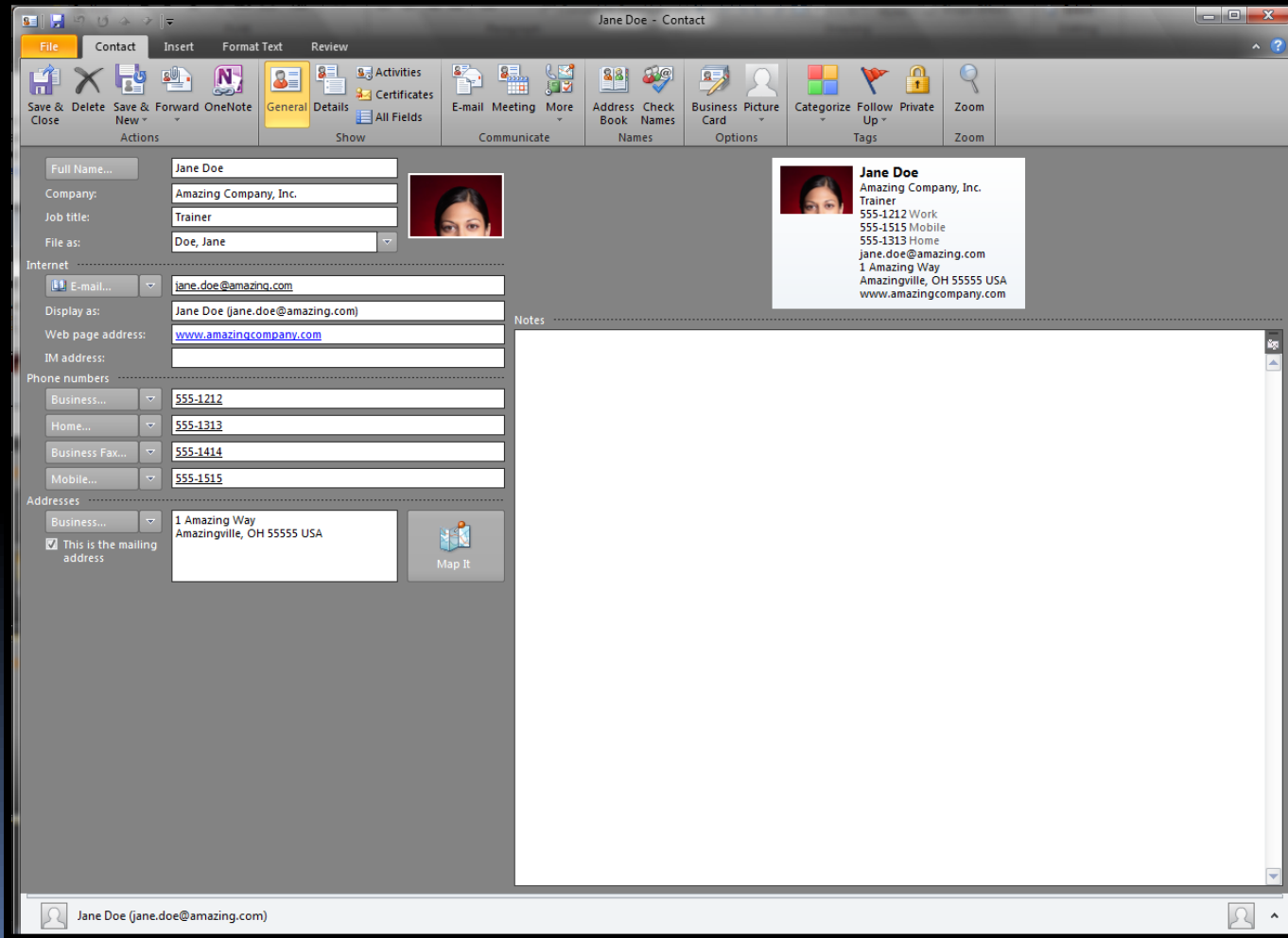
www.amazingcompany.com

Step 1: Make Yourself a Contact

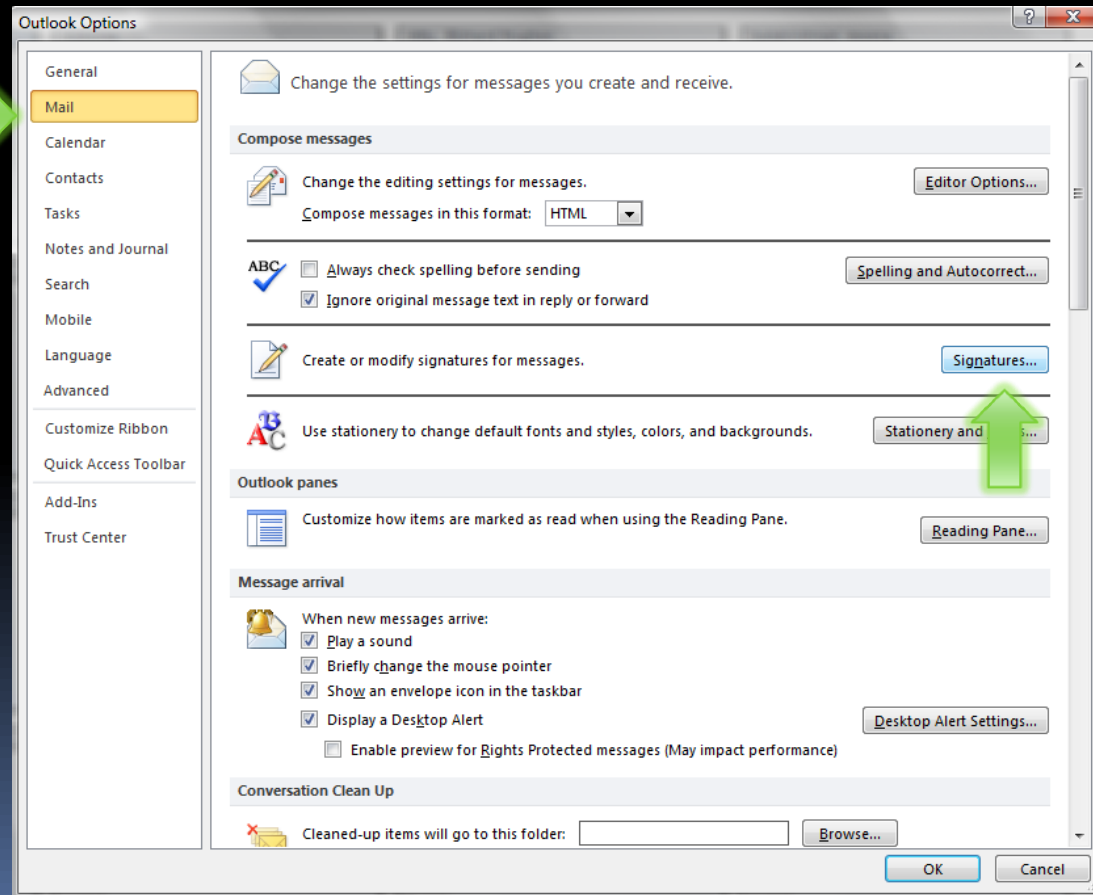
- A. In Outlook, go to the **Contacts** Item (bottom left of screen) and Choose **New Contact**.
- B. Fill out the information about yourself that you want to share.



It should look something like this:

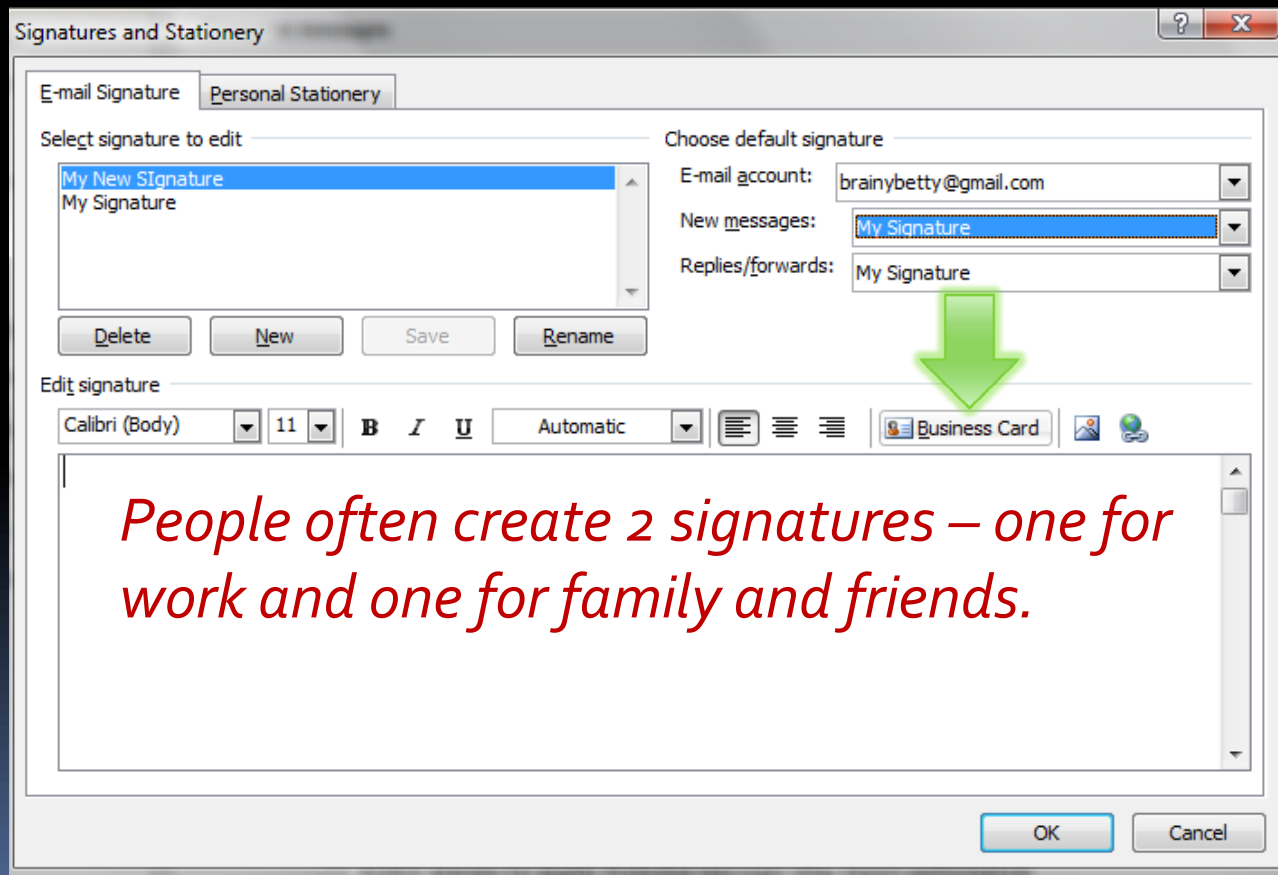


Step 2: Go to File Tab, Options, Mail and Create a New Signature



It looks like this..

Click the Business Card button and choose Yourself from the list.



Step 3: Finish and Save!

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- My New Signature
- My Signature

Choose default signature

E-mail account: [Dropdown]


New messages: My Signature [Dropdown]

Replies/forwards: My Signature [Dropdown]

Delete New Save Rename

Edit signature

Calibri (Body) 11 B I U Automatic [List Icon] [List Icon] [List Icon] Business Card [Image Icon] [Globe Icon]

 **Jane Doe**
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OK Cancel

The final product: When you create a New Email.. Voila!

Untitled - Message (HTML)

File Message Insert Options Format Text Review

Cut Copy Paste Format Painter Clipboard

Basic Text


Address Book Check Names Attach File Attach Item Signature


Follow Up High Importance Low Importance Tags Zoom

To...
Cc...
Bcc...

Send

Subject:

Attached:  Jane Doe.vcf (19 KB)



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