
Microsoft Outlook: How to create a digital contact card

Document Summary

Digital or electronic contact cards make it easy to create, view and share contact information in Outlook.

Before you begin

- You will need the cropped version of your BMcD employee photo to create your digital contact card. **Click here for instructions.** (Link broken for example purposes)
- Business card rules still apply for digital contact cards because they are considered client-facing material. **Click here to review business card guidelines.** (Link broken for example purposes.)

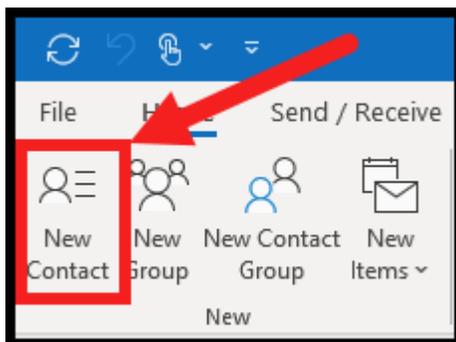
Instructions

Choose the card layout and enter your information

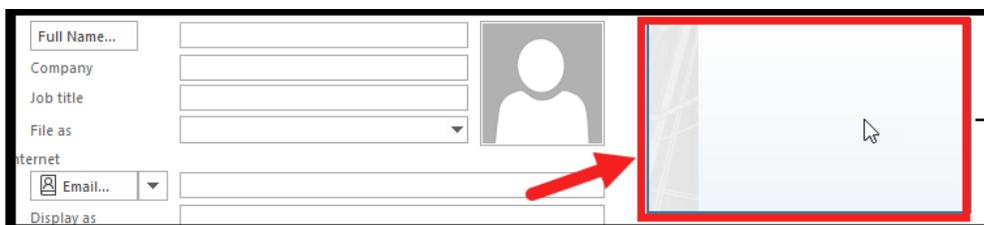
1. Open **Outlook**.
2. Select the **People icon** on the bottom-left navigation bar.



3. Select **New Contact** on the top left menu ribbon.

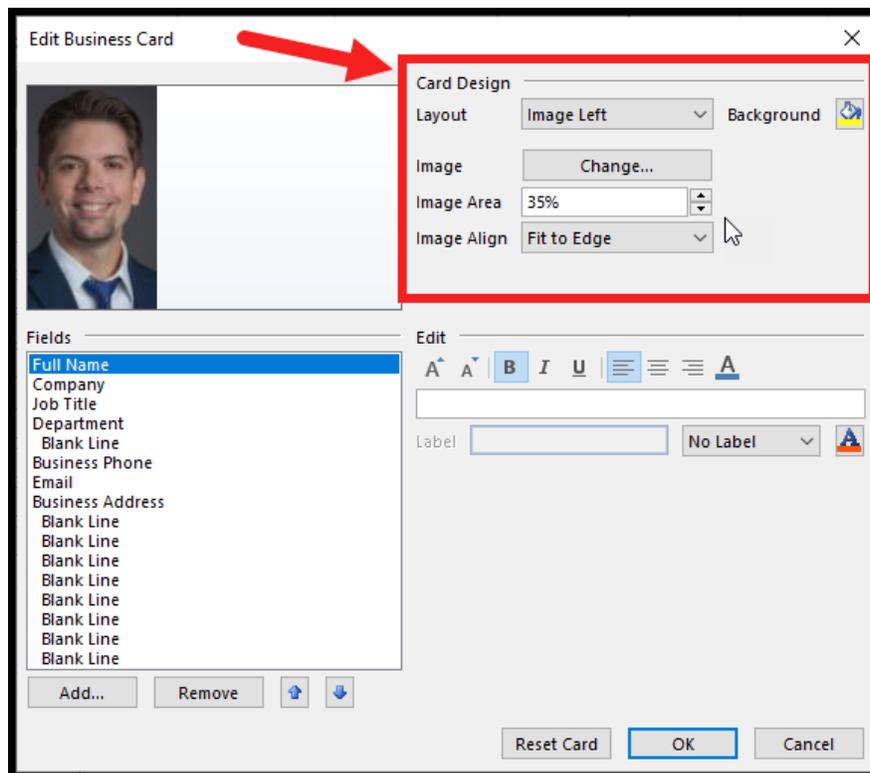


4. Double click the contact card on the right to open the **Edit contact Card** window.

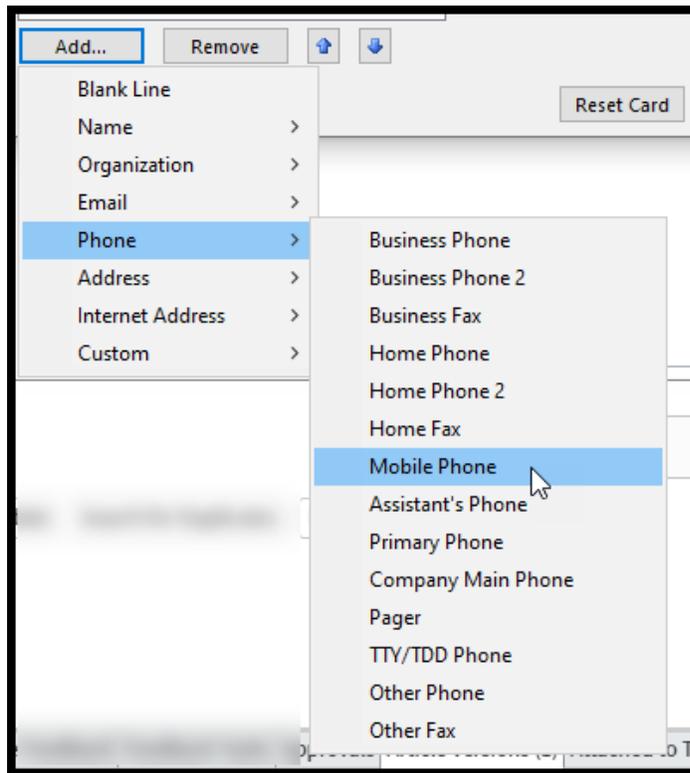


5. Under **Card Design**:

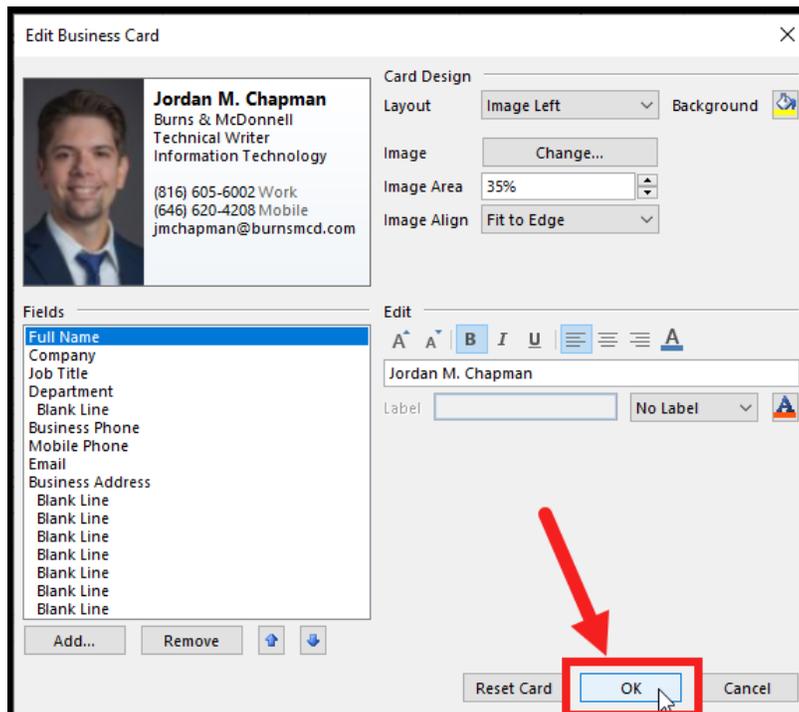
- a. **Layout:** Select Image Left
- b. **Background:** Do not change
- c. **Image:** Navigate to and select cropped version of the BMcD employee photo you previously saved.
- d. **Image Area:** Select 35%
- e. **Image Align:** Select Fit to Edge



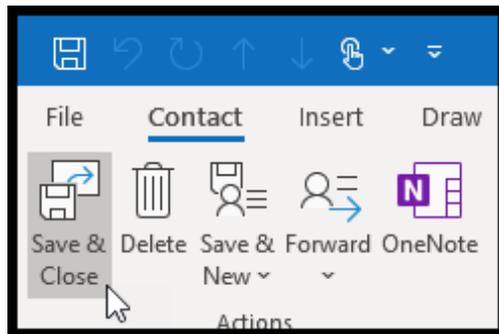
- f. If you wish to add your mobile phone, select **Add... > Phone > Mobile Phone**.



7. When finished, click **OK**.

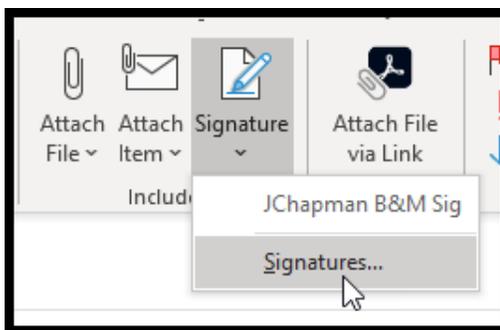


8. Click **Save & Close** on the top left.

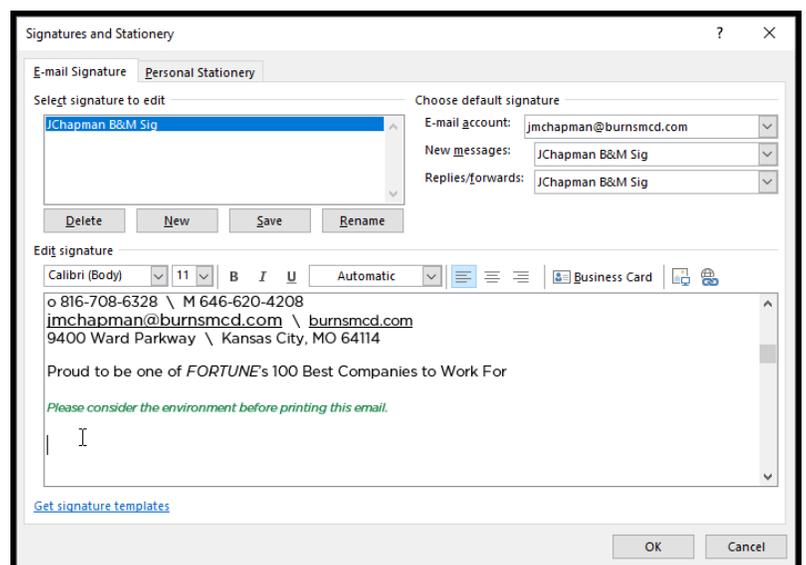


Add your new card to your email signature

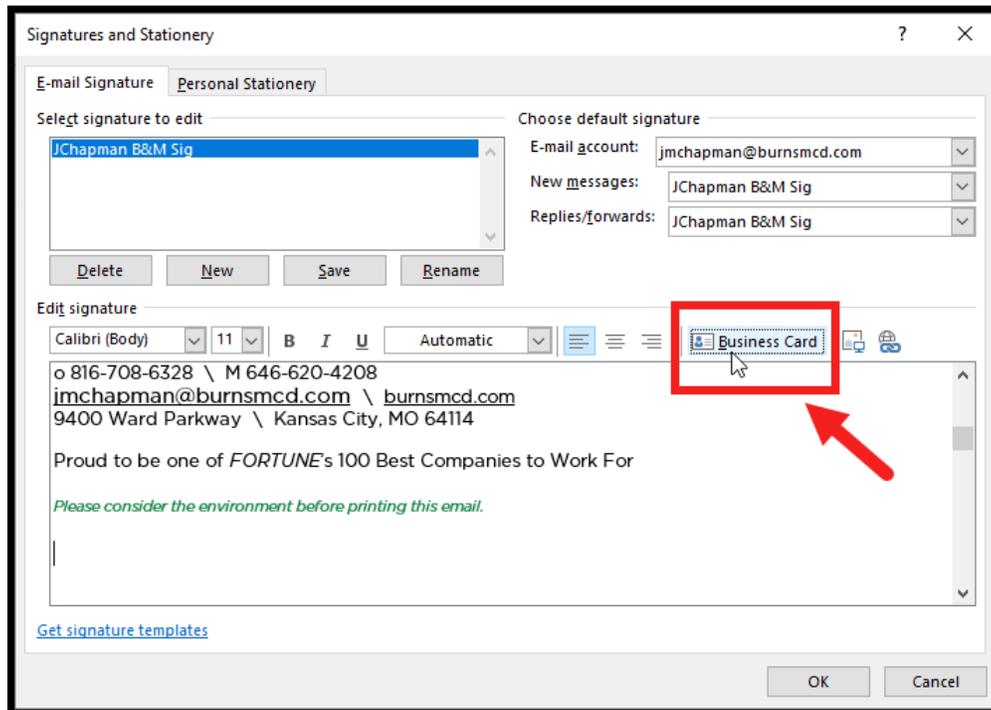
1. Open Outlook and **start a new email**.
2. Select **Signature > Signatures...**



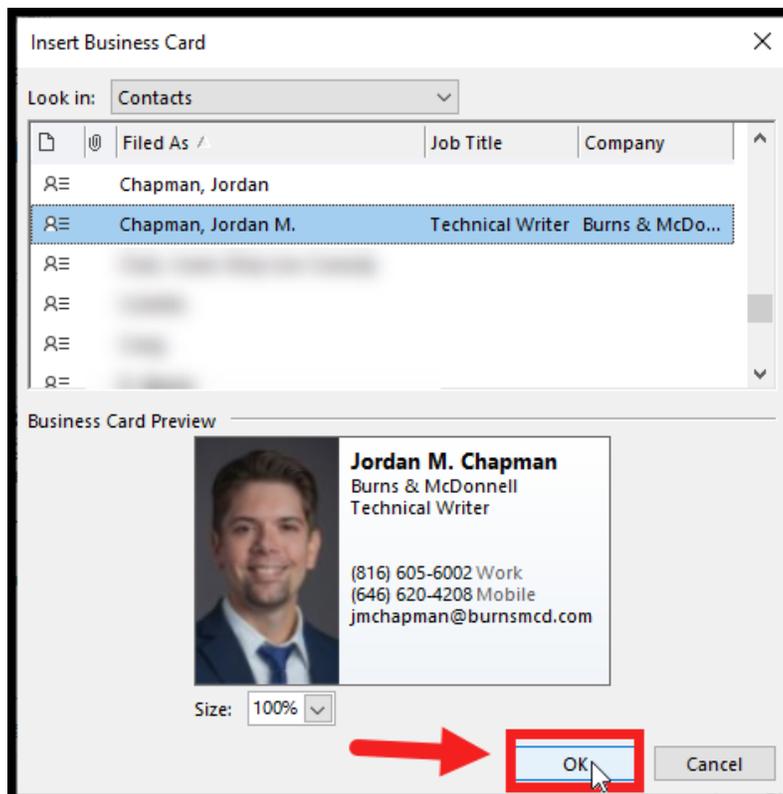
3. **Select the signature** that you need to edit.
4. Click into the **Edit Signature field** and place the cursor where you'd like to insert your digital contact card.



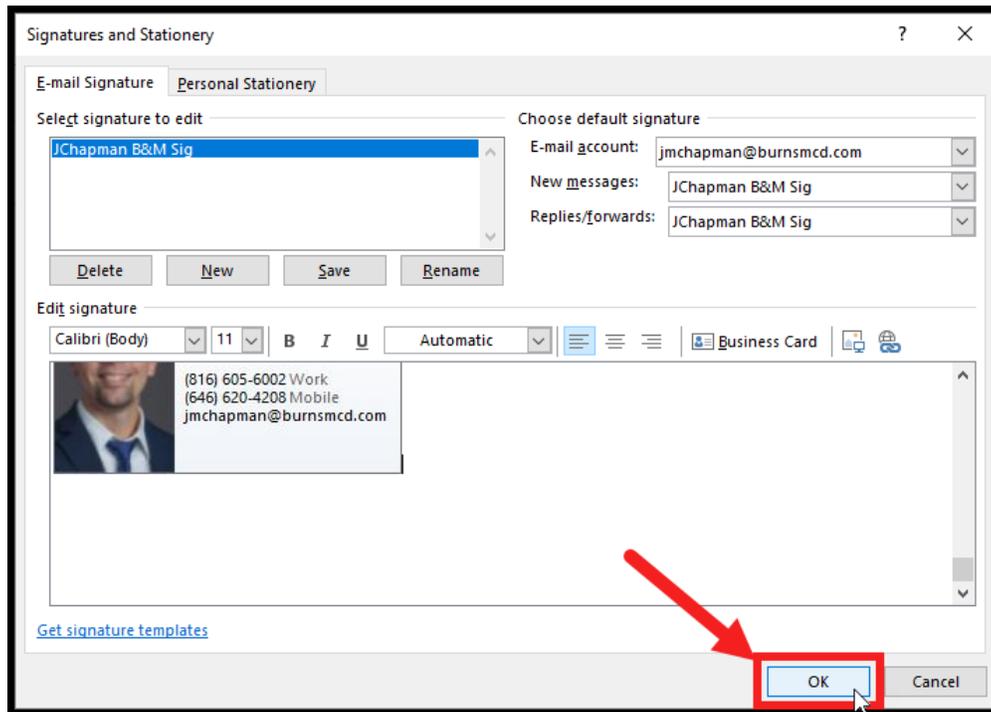
5. Click **contact Card**.



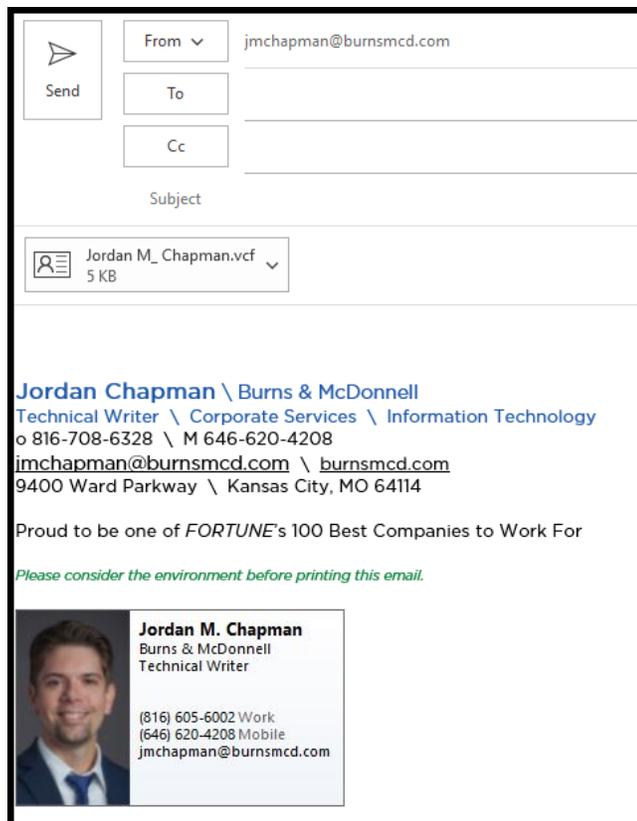
6. Scroll to **your name**. Select **OK**.



7. Select **OK**.



8. Close out of the email. **Create a new email to ensure the signature has been updated.**



If you need assistance, visit **ITnow** and click **Report an Issue**. You can also call the Service Desk at **816-822-3480**.