

## 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.

Full Name		17.91	1
Company			
Job title			
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Display as			

- 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

Edit Business Card	×
	Card Design Layout Image Left Background Image Change Image Area 35% Image Align Fit to Edge
Fields Full Name Company Job Title Department Blank Line Business Address Blank Line Bla	Edit A A B I U E E A Label No Label V
	Reset Card OK Cancel

#### 6. Under Fields, include:

- a. Full name
- b. Company
- c. Job title
- d. contact phone

*NOTE:* Your new teams phone number can be found **above the dial pad within the Teams Calls tab**. (Link broken for example purposes.)

e. Email

NOTE: Move lines up and down using the up and down arrows under the Fields box.



- ٠. Add... Remove Blank Line Reset Card Name > Organization > Email > Phone > **Business Phone** Address **Business Phone 2** > Internet Address > **Business Fax** Custom Home Phone > Home Phone 2 Home Fax Mobile Phone 63 Assistant's Phone **Primary Phone** Company Main Phone Pager TTY/TDD Phone Other Phone Other Fax 2 01 1-71-
- f. If you wish to add your mobile phone, select **Add... > Phone > Mobile Phone**.

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

Edit Business Ca	rd					Х
	Jordan M. Chapman Burns & McDonnell Technical Writer Information Technology (816) 605-6002 Work (646) 620-4208 Mobile jmchapman@burnsmcd.com	Card Design Layout Image Image Area Image Align	Image Left Change 35% Fit to Edge	✓ Bac	kground	<b>A</b>
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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.
- Click into the Edit Signature field and place the cursor where you'd like to insert your digital contact card.



5. Click contact Card.

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6. Scroll to your name. Select OK.



7. Select OK.

Signatures and Stationery	?	×
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8. Close out of the email. Create a new email to ensure the signature has been updated.

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RE Jord 5 KB	Jordan M_ Chapman.vcf ~			
Jordan Chapman \ Burns & McDonnell Technical Writer \ Corporate Services \ Information Technology o 816-708-6328 \ M 646-620-4208 imchapman@burnsmcd.com \ burnsmcd.com 9400 Ward Parkway \ Kansas City, MO 64114 Proud to be one of <i>FORTUNE</i> 's 100 Best Companies to Work For Please consider the environment before printing this email. Jordan M. Chapman Burns & McDonnell Technical Writer Is16) 605-6002 Work (646) 620-4208 Mobile imchapman@burnsmcd.com				

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