

Tech Tip for generating your business own Vcard.

I recently had need to contact a supplier, and I could not find their number.

This frustrated me, and I thought this should not be so hard.

It then dawned on me that my clients might have the same issue.

So in Microsoft Outlook select “**New Contact**” and you should be presented with the screen below:

Fill in the card with your business details. You may wish to note the following:

- For Full name – place your business name and not yours (do a separate Vcard for yourself). You want customers to search for your business.
- You can add multiple email addresses
- You can add multiple phone numbers
- You can add your business logo
- You can add pictures (for example a head photo, or business façade, or signed up vehicle)
- You can add multiple addresses: location, mail box, etc.
- In notes you can place sales information, directions, pricing etc.
- Save and close to finish.

Attach your Vcard in an email and offer the following advice:

*Just select the attached item (double click) to open and then “Save closed” to add to your contacts. This should also replicate to your Smart devices (Phone, IPad’s, Surface etc.).*

*If you experience a problem, then please call 4Data to have this rectified.*