

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.