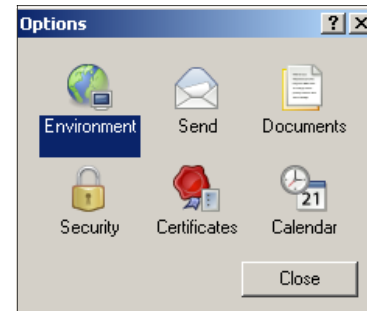


vCards are electronic business cards formatted according to standards set by the Internet Mail Consortium. A vCard file has a .vcf extension, and you can add the file to your outgoing e-mail items.

- **To Create a vCard:**
- Double-Click **Environment**

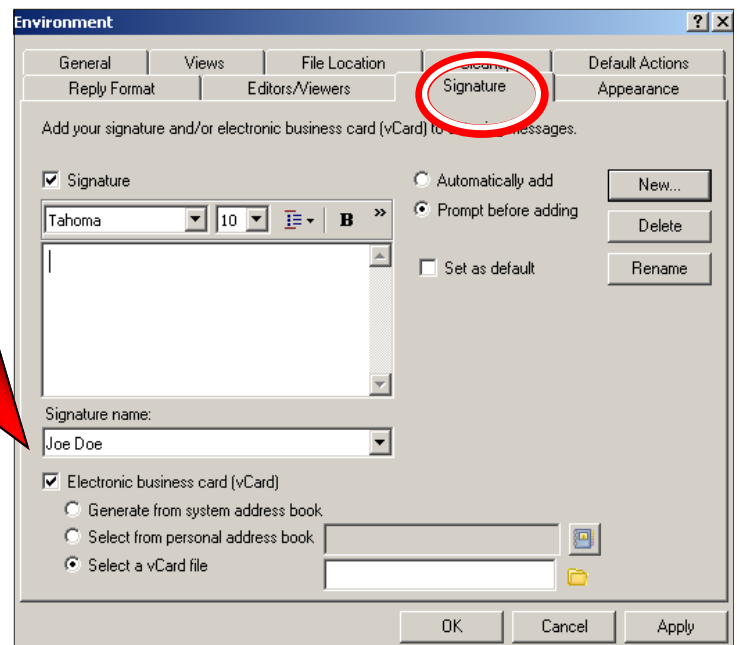


- **Select the Signature tab.**

Select Electronic business card (vCard).

Select the source of the Card Information:

- **Generate from system address book:** Composes a vCard based on your personal information in the GroupWise Address Book.
- **Select from personal address book:** Allows you to select any user in a personal address book and create a vCard from their personal information. This is useful when you send e-mail on behalf of other users.
- **Select a vCard file:** Enables you to select a custom vCard .vcf file provided by a third-party company.
- Choose to **Automatically add** or **Prompt before adding** a vCard for each item you send.



- Click **OK**.