

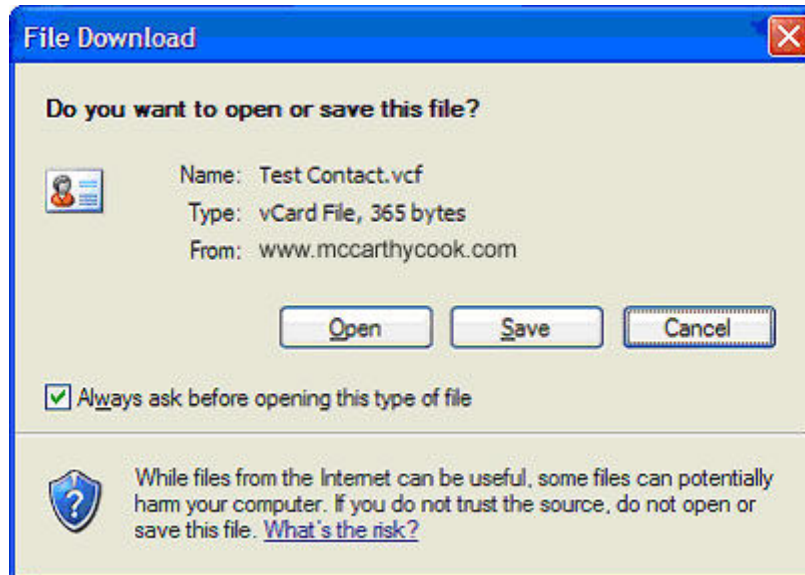
## What is a vCard?

A vCard is a small file (\*.vcf) which contains contact information. Various different email and contacts programs, including Microsoft Outlook, can create vCards. vCards work like virtual business cards.

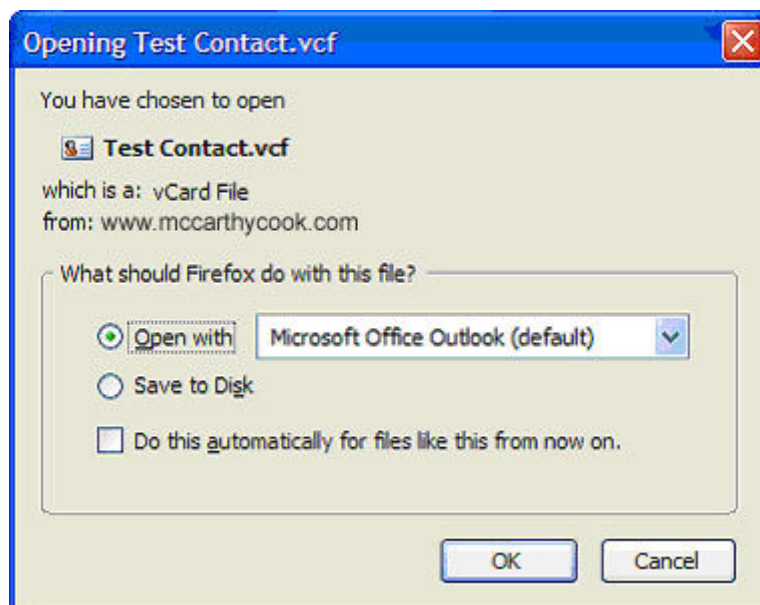
## Downloading vCards

When you click the link to the vCard file, your browser will ask you what to do with it.

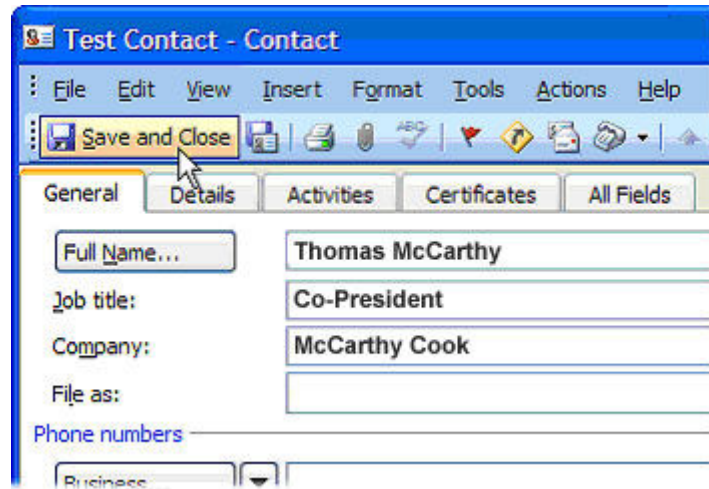
In Internet Explorer, you will see a dialog like this:



If you use Firefox, it will look like this:



Choose the option to **Open** the vCard file. The file will open as a Contact in your default contact program such as Microsoft Outlook, and look exactly like a regular contact entry. You will then need to save the contact entry by, in Microsoft Outlook, choosing **Save and Close**.



When you return to your contacts folder you will see a new contact displaying all the information that was in the vCard.