

# Microsoft Outlook – Deleting a Business Card



## Deleting a Business Card.

1. **Select** the business card that you wish to delete.
2. **Right Click** on mouse.
3. Select the **Delete** option from the menu.

The contact card will then be moved into the Deleted Items folder.

## Modifying Business Cards.

The format and layout of a business card can be modified.

To modify the Business card, open the contact card, Right click on the business card and select the option – Edit Business Card.

### Areas of the Business Card that can modified:

1. Layout using a series of predefined patterns.
2. Enter new image.
3. Modify the alignment and scaling of the currant image.
4. Change the card background colour.
5. Change the order that the fields are displayed.
6. Add additional predefined fields to the card.
7. Change the formatting of the individual's address details.

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