

# Microsoft Outlook – Inserting a Contact Picture



## Inserting a Contact Picture.

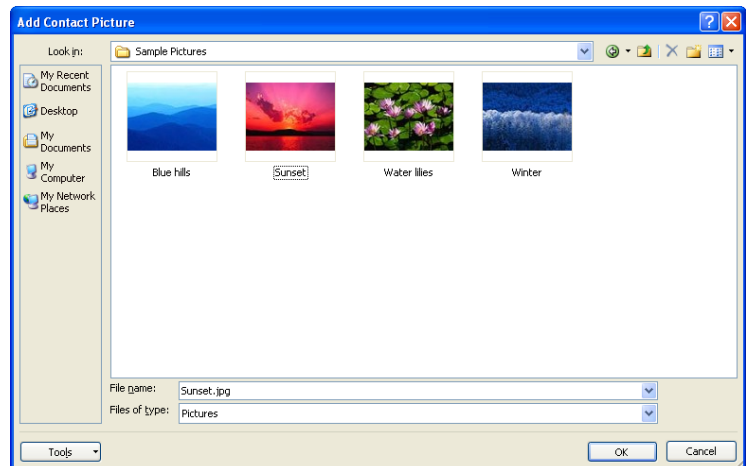
It is possible to include in the Contact card an individuals picture, it could be their photo or business card.

*Some people do not like their photo used without permission, so it maybe an idea to get their ok first....*

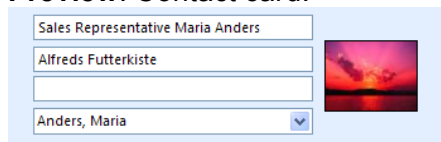
1. Click on the **Contact** Button.



1. **Locate** the picture that you wish to attach.
2. Click **Ok** to attach the picture.



## Preview: Contact card.



## Preview: Business card.

