

## What is “hCard”?

It is a technology that allows you to import contact data directly from our web site into your Outlook contact list or into your email address book. From the current page, you can import the following:

Natalie Blacksher  
Administrative Assistant  
First United Methodist Church  
617 South Main Street  
Carthage, MO 64836  
(417) 358-2577  
[umccarthage@att.com](mailto:umccarthage@att.com)  
[www.umccarthage.org](http://www.umccarthage.org)

### To import:

1. Click on the administrative assistant’s name and/or title.

### Microsoft Outlook:

2. When asked whether you want to open or save the file, choose **Open**.
3. When the Contact page opens, choose **Save and Close**.

### Yahoo! Mail:

2. When asked whether you want to open or save the file, choose **Save**.
3. Save the **admin.vcf** file to **My Documents**.
4. Open Yahoo! Mail and select the **Contacts** tab.
5. Select **Import/Export**.
6. Under Step 1 select **vCard (.VCF file)**.
7. Skip step 2.
8. Under Step 3 use **Browse** to locate the **admin.vcf** file in **My Documents**.
9. Under Step 4 press the **Import Now** button.