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Methods for Export Office 365 Contacts to VCF



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Summary: You can easily share Microsoft Outlook contacts as vCards, containing complete details like name, photo, phone, and email. Methods include sending them via email, creating a Business Card, or exporting them to VCF format. This ensures data integrity and easy access to shared contacts. For comprehensive backup solutions, Kernel Export Office 365 to PST software offers advanced filtering and multi-mailbox support.



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Outlook allows you to share contacts as vCards, which display comprehensive details like profile photos, names, designations, phone numbers, and email addresses. These vCards can be shared via email or exported as external files. When you [connect the Office 365 account in Outlook](#), it becomes easier to share vital and valuable contacts using the vCard. Various methods are

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exporting Office 365 Contacts to VCF.

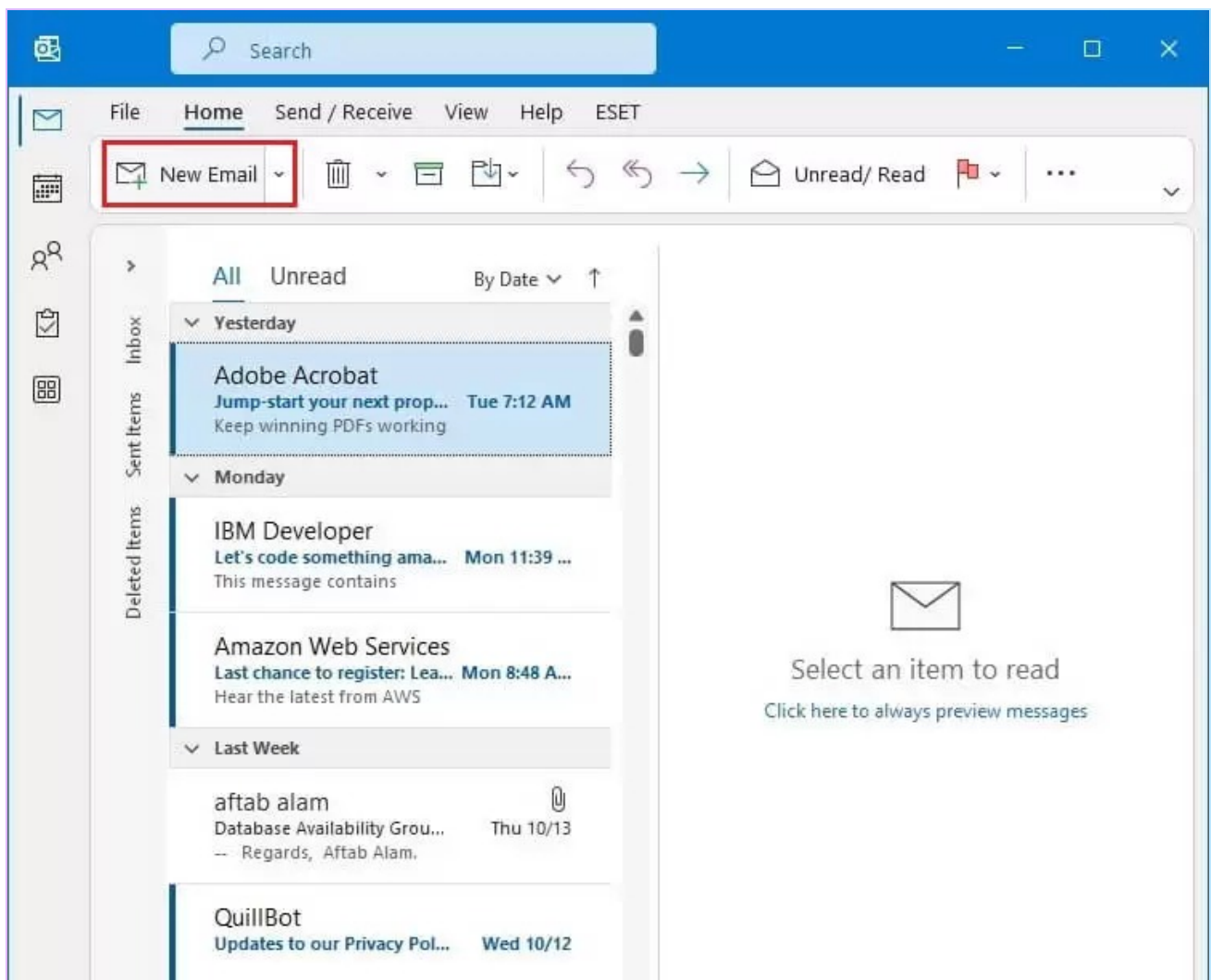
Export Office 365 Contacts to VCF Using Various Methods

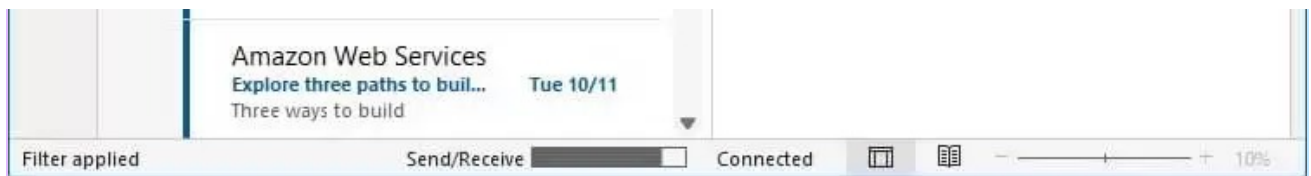
Microsoft Outlook facilitates the sharing of contact information in the vCard (.vcf) format, whether it's your own or someone else's. To export Office 365 contacts as VCF files, you can configure your Office 365 account in Outlook and share them in this format. When recipients open a message with a vCard attachment (.vcf file), they can view the contact details. Multiple methods are available for creating VCF files.

Method-1. Share contacts using email

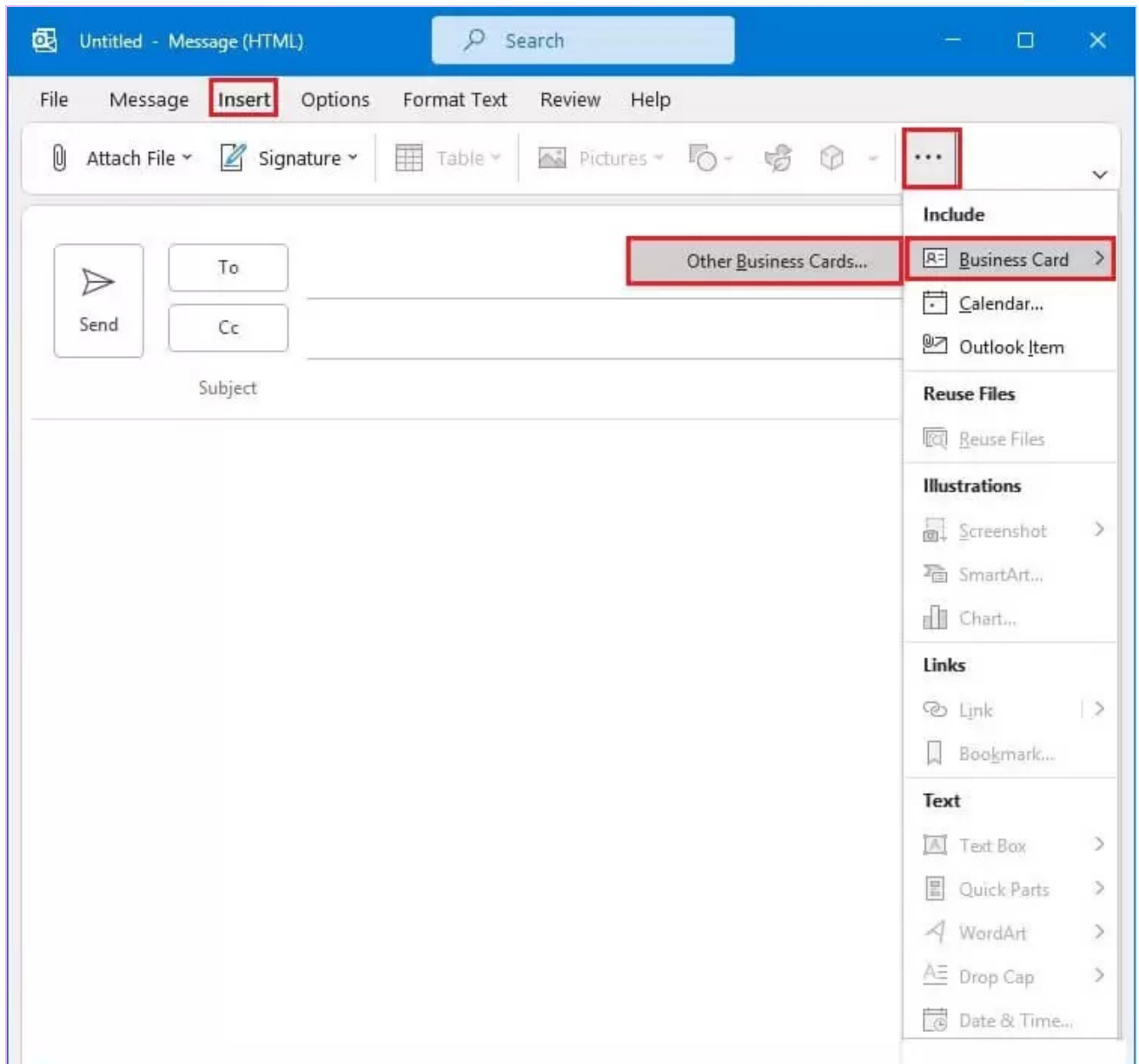
Sharing contacts can be done by composing an email message and attaching files. Additionally, you have the option to create a business card for a selected contact.

1. In Outlook, click on the **New Email** option.

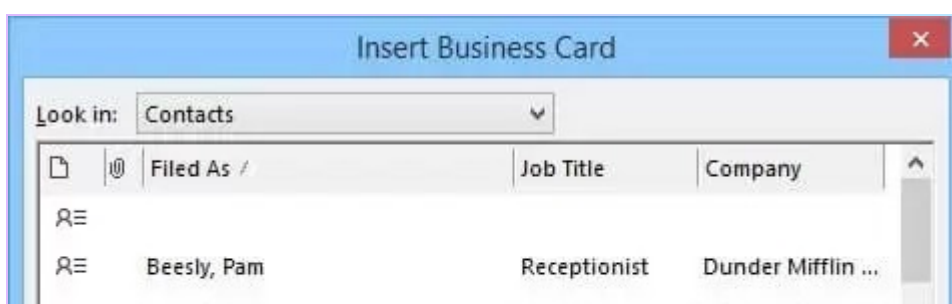


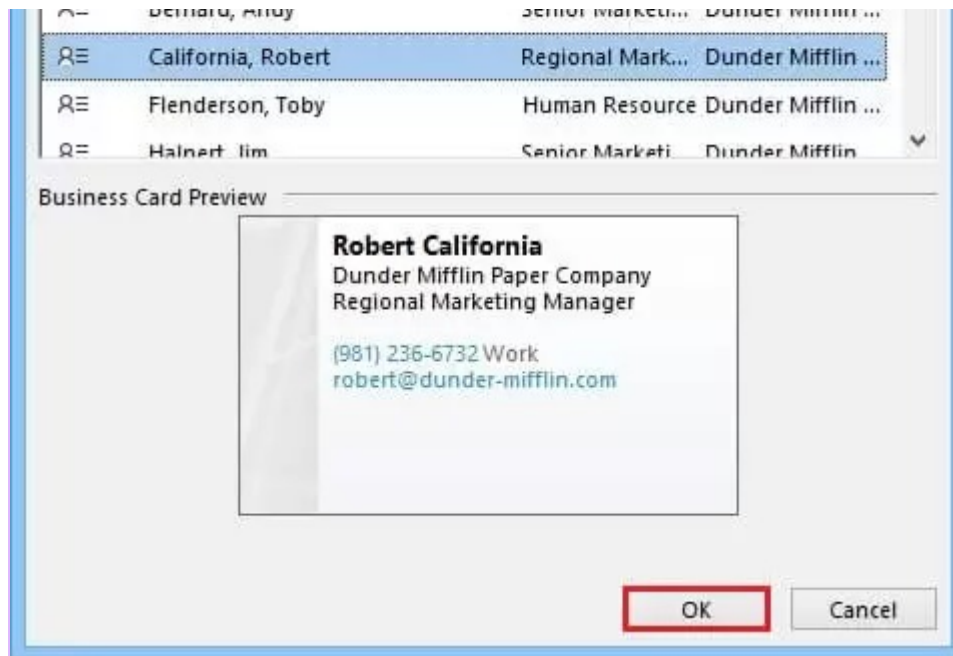


- Go to the **Insert** tab and click on the **three dots** option to expand other features. Select **Business Card**, then click on **Other Business Cards**.

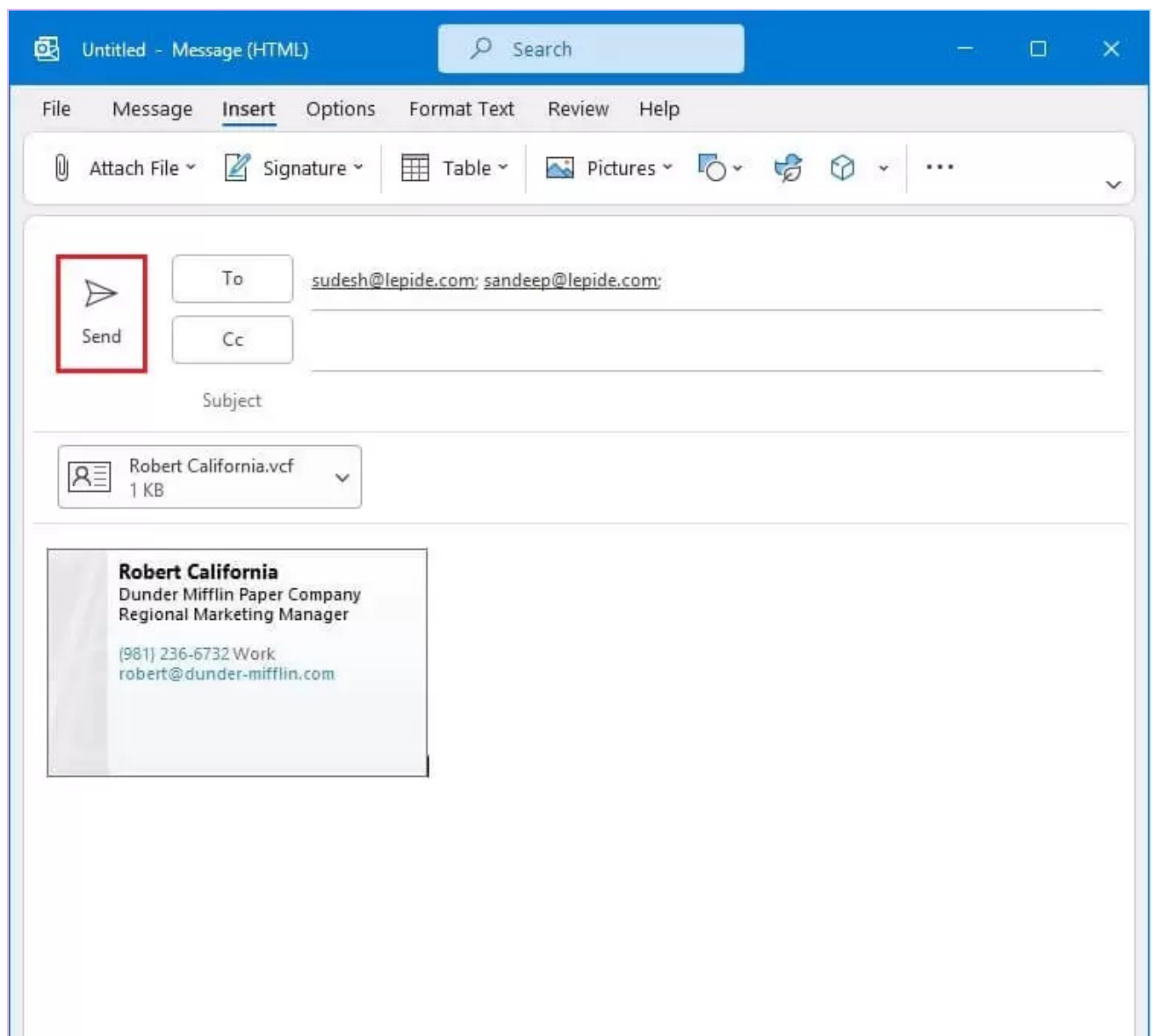


- Choose the contacts you require to insert in the message body. Click **OK**.





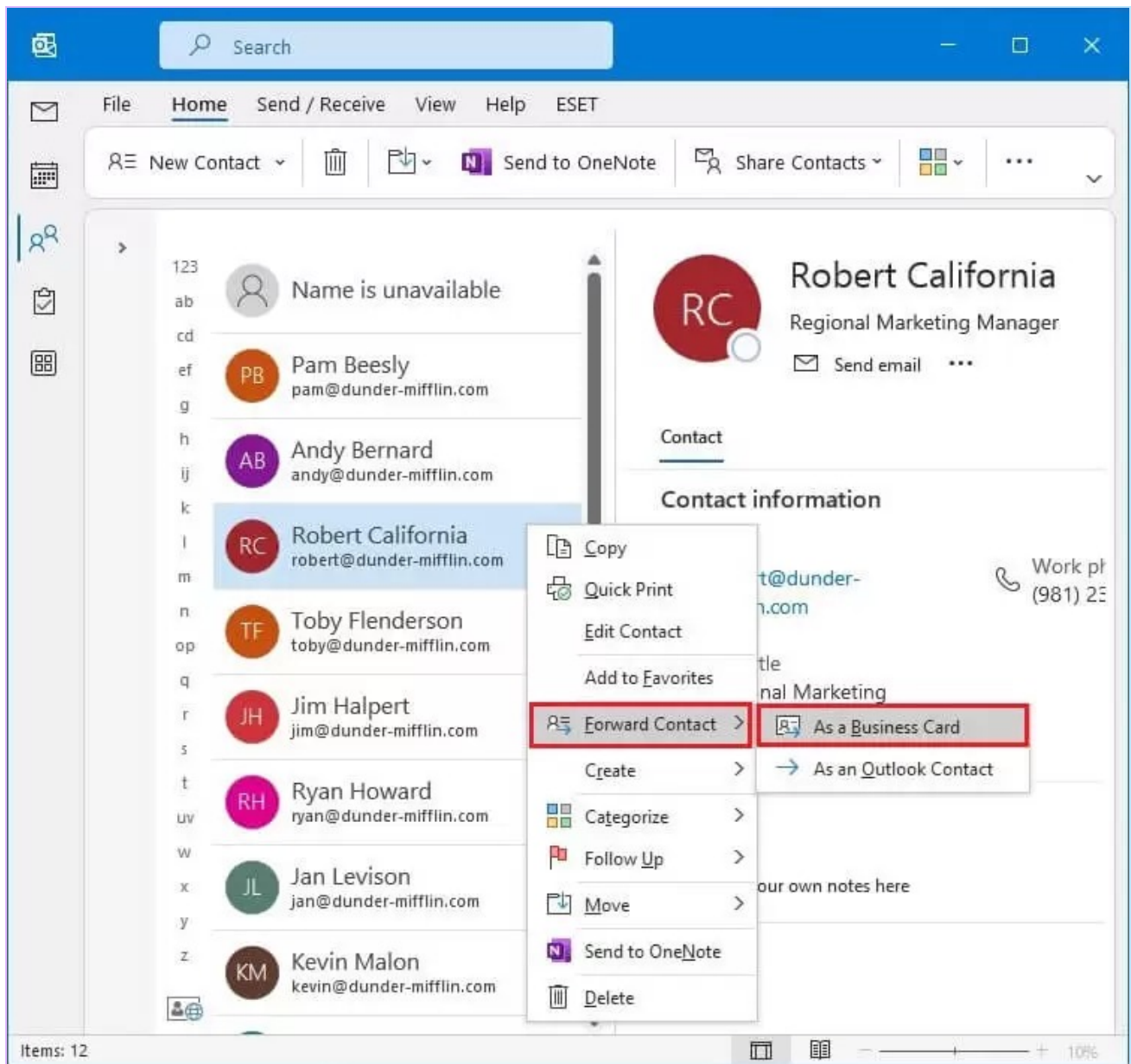
4. A VCF file is connected with the selected contact. You can create the remaining message body and send it to others. Then, click **Send**.



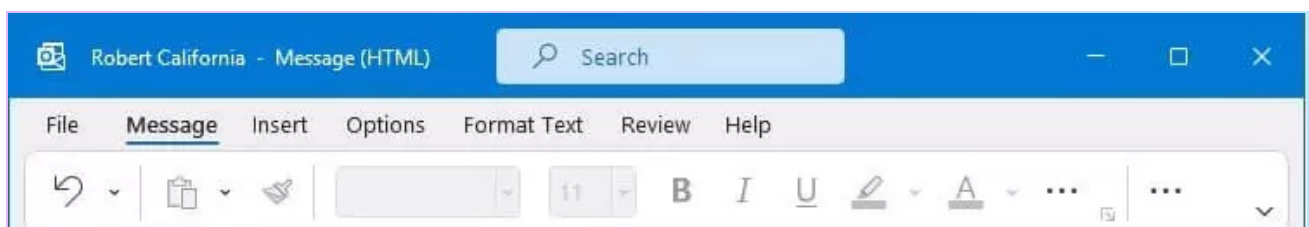
Method-2. Forward the contact

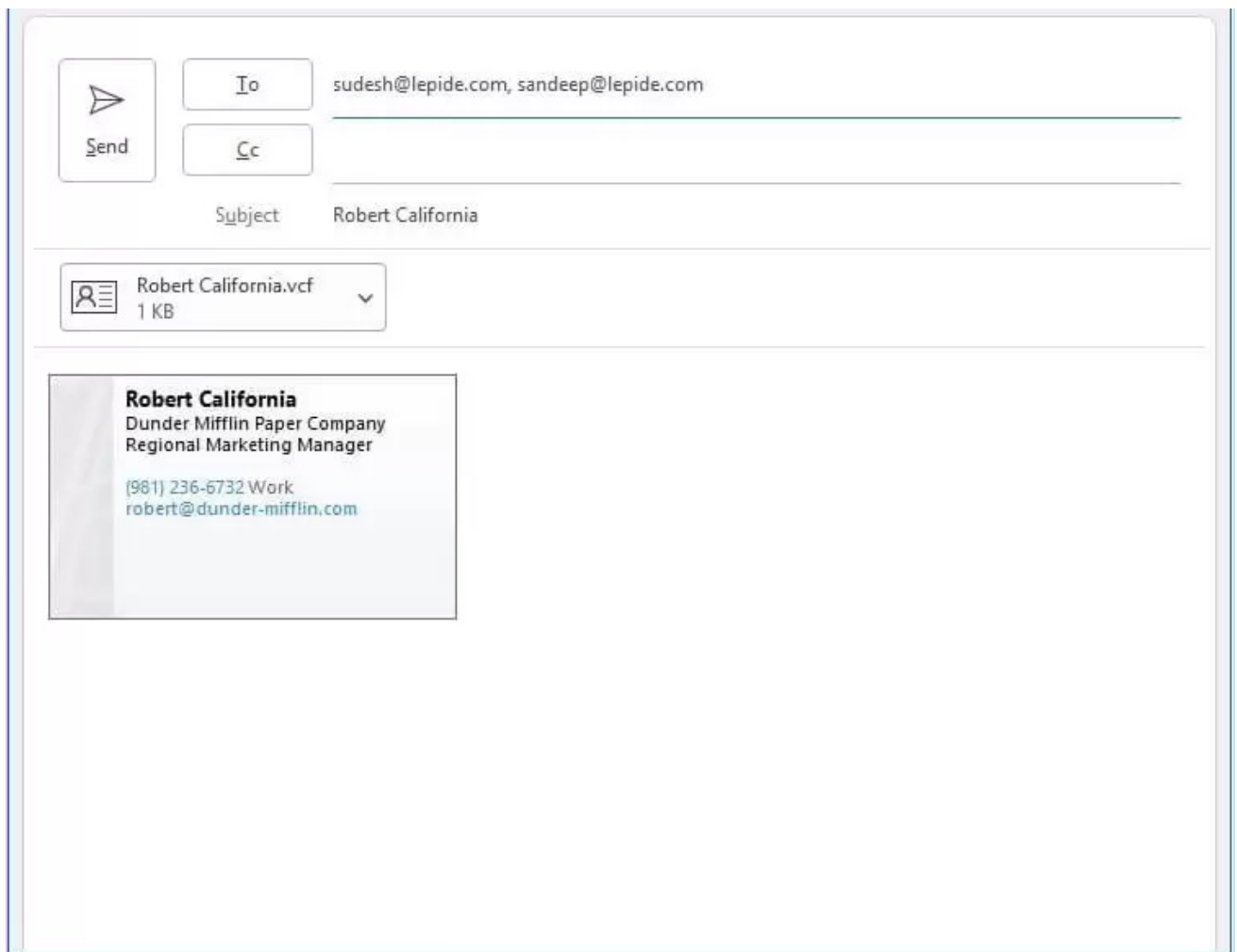
You can create a Business Card for the selected contact too.

1. Go to the **People or Contacts** section in Outlook, select the **contact**, right-click and choose **Forward Contact As a Business card**.



2. It will open the Message window to input further details and send them to others.

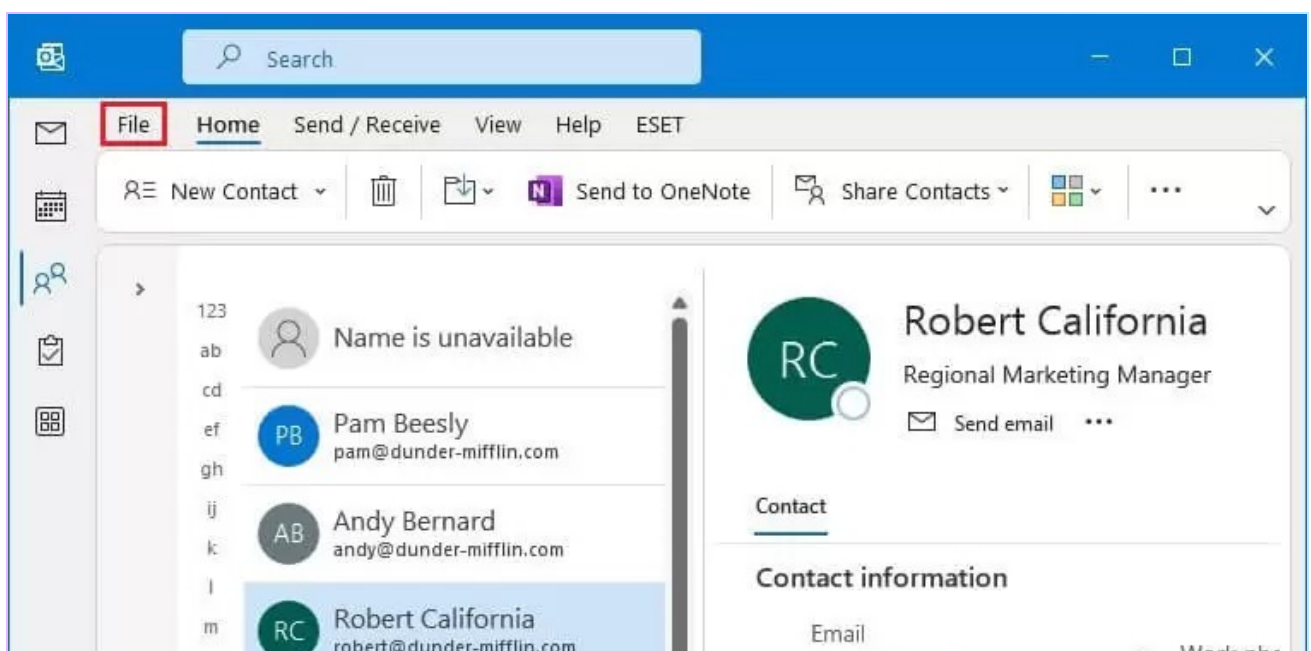


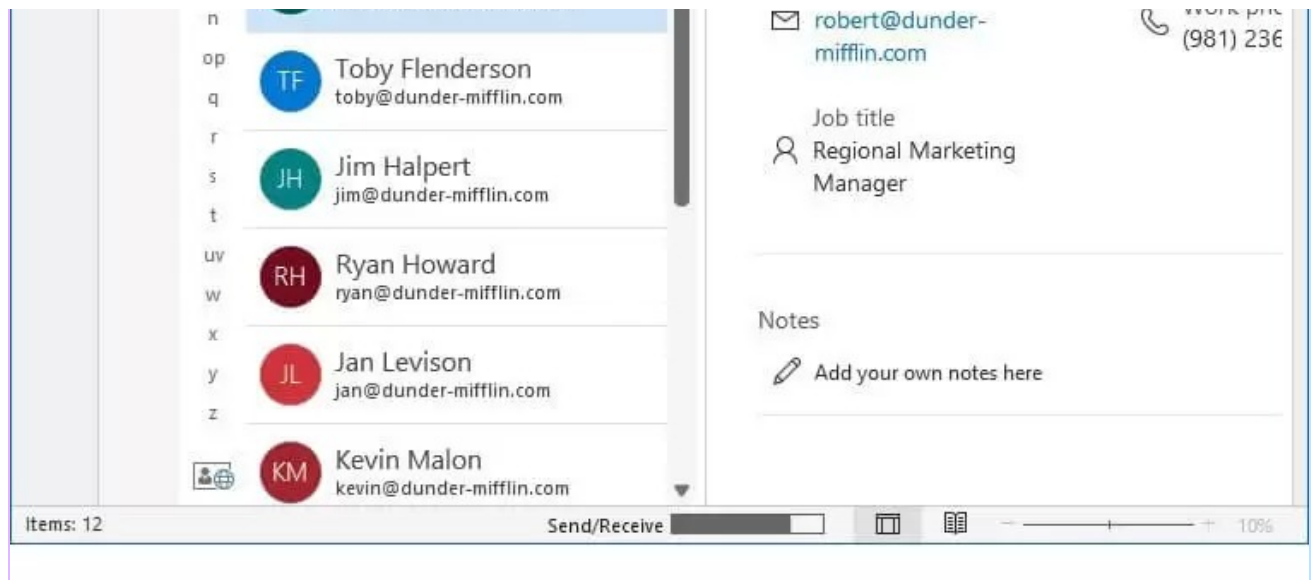


Method-3. Export to vCard

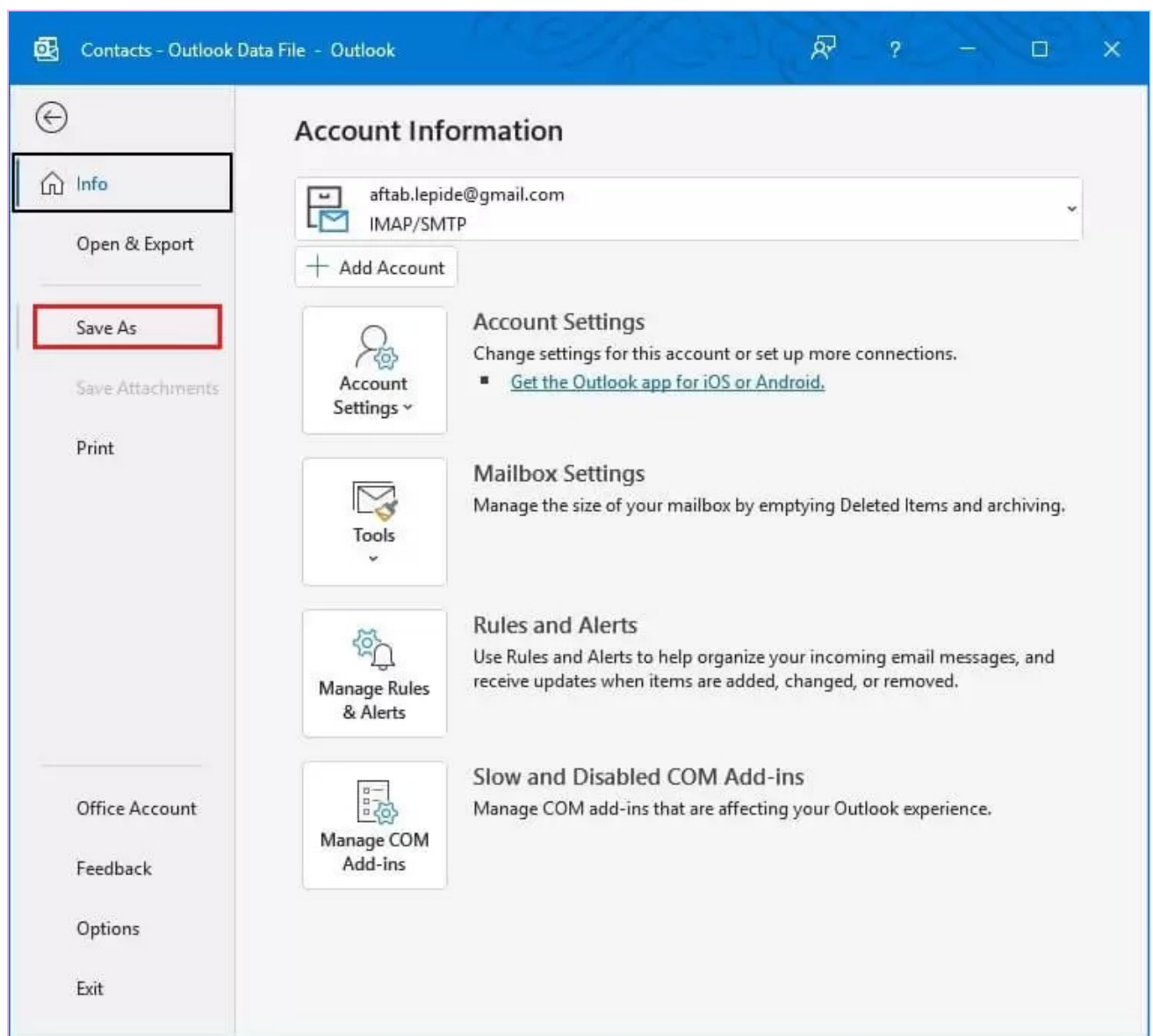
When you want to share the contacts with others in an offline file, you can save them as a vCard in VCF format and keep them on the system.

1. Choose the contact and click the **File** option.



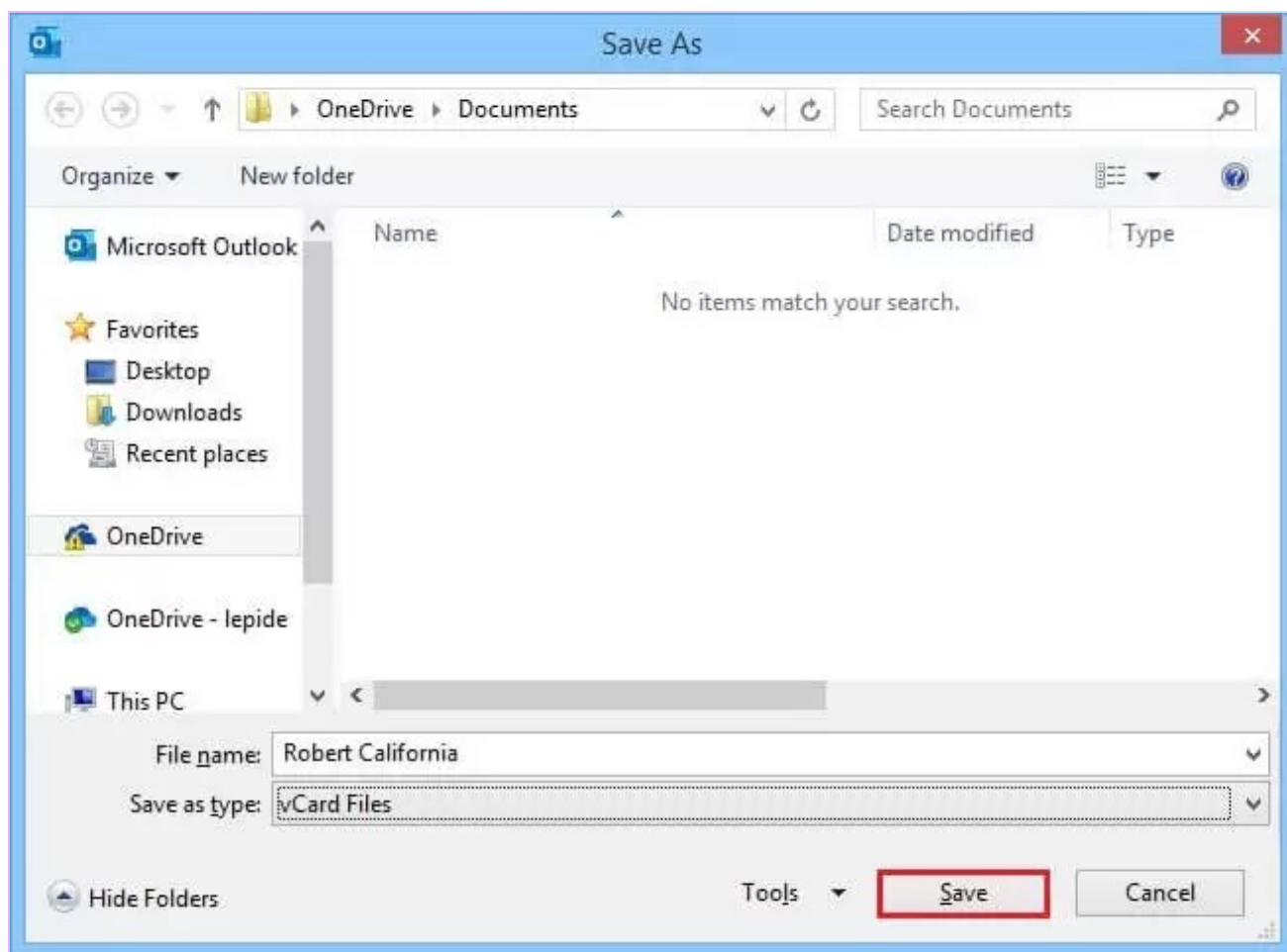


2. Select **Save As**.



3. Under the Save as Type **drop-down**, select **vCard** as the desired type. Save it as an

accessible location. Click **Save**.



VCF file format

Saving contact information in a VCF file is a secure method, as it's specifically designed to preserve contact details. This format is commonly used for data exchange across various popular applications. Major operating systems like Windows and macOS come with default programs for creating and opening VCF files. One VCF file can contain details for one or more contacts, encompassing their names, addresses, phone numbers, emails, birthdays, photos, and audio. Since vCard is supported by email clients and services, transferring contacts in this format ensures no data loss.

Conclusion

Once you've stored your contacts in vCard files, you can access them within applications that support this format. To utilize these contacts in different applications, it's essential to save Office 365 contacts in compatible formats. [Kernel Export Office 365 to PST](#) software offers the capability to save specific mailbox

contents in PST and other file formats, including comprehensive contact backups. Furthermore, advanced filtering options enable the selection of specific contacts for backup. A notable advantage of using Kernel Office 365 Backup software is its ability to save contacts from numerous mailboxes simultaneously in backup files.



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Kernel

Export Office 365 to PST

- ✓ Unlimited backup of Office 365 into PST format
- ✓ Secure backup of archive mailbox, public folder and shared mailbox
- ✓ Faster backup after applying different categories of filters



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