

## Pegasus Mail Business Cards

This extension allows you to create a Business Card that you can send to your correspondents. The recipients need not be using Pegasus Mail to be able to make use of the information in your business card, but if they are Pegasus Mail users, then your business card will be presented to them in a graphical format and they will be able to add all your information to their address books with a single button click.

To use this extension, first fill out the information you want to send about yourself, then enter any valid address in the *To* field, a subject in the *Subject* field, and finally press the *Send* button. Your business card will be sent to the recipients you have specified and the information you entered will be saved for the next time you want to send a business card. In the address fields (postal and street) you should enter a comma anywhere you want a line break to occur -- so, if you want your address to appear in the business card as

P.O. Box 5451  
Dunedin  
New Zealand

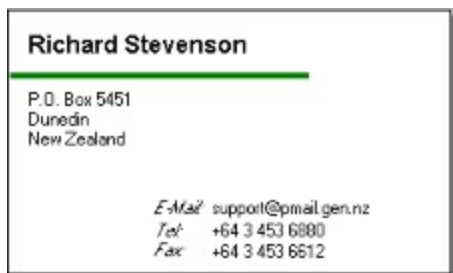
you would type in the address as *P.O. Box 5451, Dunedin, New Zealand*. You may not enter commas in the *Name* field at all.

Most of the slots into which you can enter information in this extension are obvious in meaning. The only fields into which you must enter information are the name and e-mail address fields - other fields can be left blank if you wish.

The *Style* field determines how your business card will be presented to another Pegasus Mail user. The three styles are *Personal*, *Personal with street address* and *Business*. A *Personal* business card simply shows your name, your postal address and your e-mail address. A *Personal with street address* card is the same as a standard *Personal* card except that your street address is shown as well: this format is intended for consultants and small businesses where the owner trades under his or her own name. If you select this format, you should make sure that you enter both a postal address and a street address. The *Business* format displays your organization name in large type, your name in slightly smaller type and your postal and street addresses. If you use the *Business* format you should make sure that all the fields in your business card are filled out. All business cards include your e-mail address, your phone number and your fax number. If you do not have a fax number, you should probably type *(None)* or something similar in the *Fax* field.

Examples of each of the business card styles as the recipient sees them are shown below.

*Personal style*



*Personal with street address style*

## Richard Stevenson

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*Post:*

P.O. Box 5451  
Dunedin  
New Zealand

*Street:*

10A Beaumont Road  
Dunedin  
New Zealand

*E-Mail:* support@pmail.gen.nz

*Tel:* +64 3 453 6880

*Fax:* +64 3 453 6612

### *Business style*

## Pegasus Mail Support

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