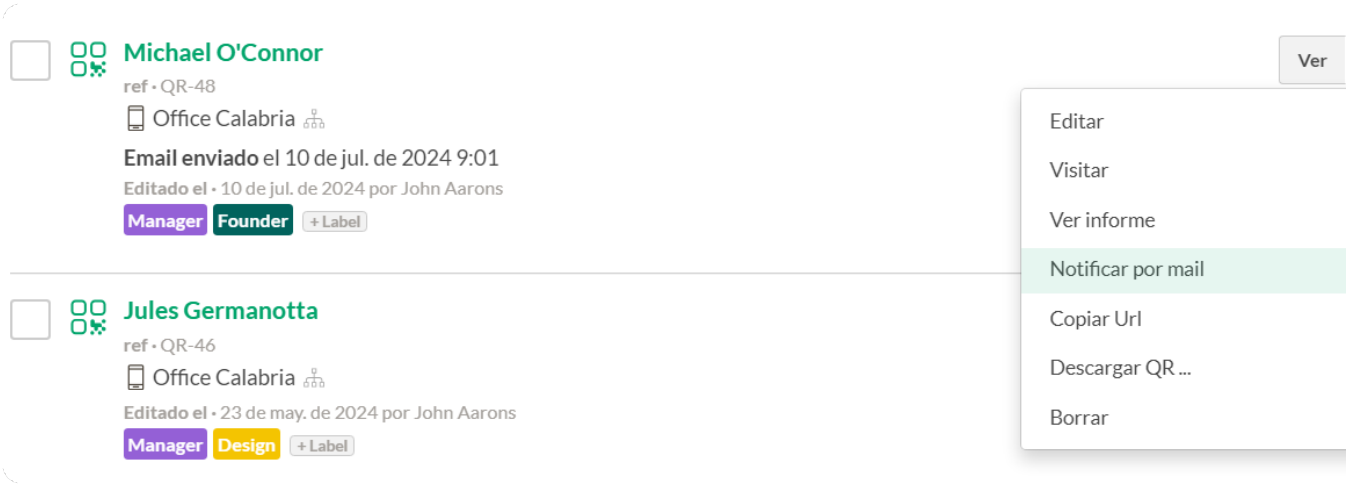
Send vcards to your employees

Have you created new vcards and want to send them to all your employees? Or perhaps a new employee has joined your team and you want to send them their vcard? Below, we explain how to do this efficiently.

Steps to Send vcards via Email

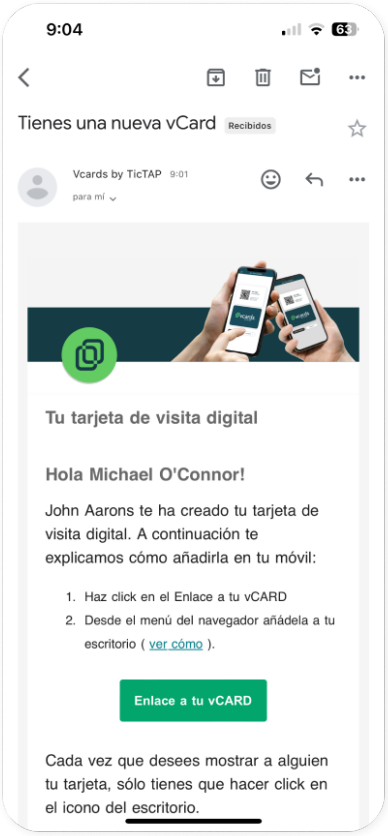
1. **Access the card list** from the left sidebar menu.
2. Click on the dropdown button on the right and select **"Notify by mail"**.

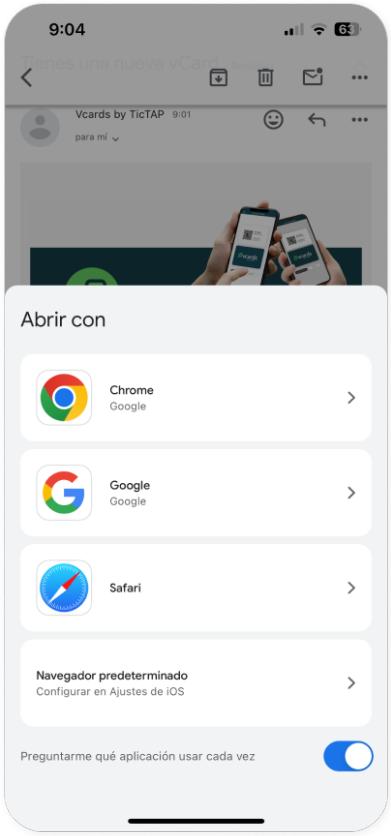


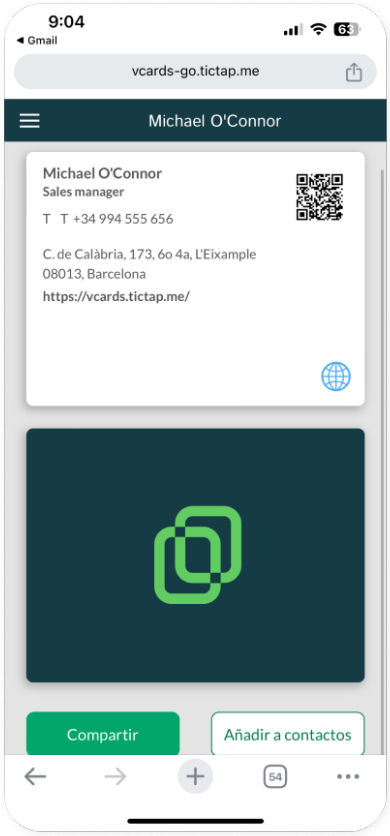
> ? **Note:** To notify multiple employees at once and speed up the process, select multiple cards simultaneously.

What Happens After Email Notification

Once you have selected "Notify by mail," the email associated with the vcards will receive a welcome email with a button to open the vcard.







> ? **Note:** We recommend following this process from a mobile device, as it will allow you to save your vcard and access it more easily.

Instructions for Recipients

The recipient should open the vcard from the email and save it to their device's home screen. For more details on how to do this, check our article: **How to add my vcard to the Home Screen?**