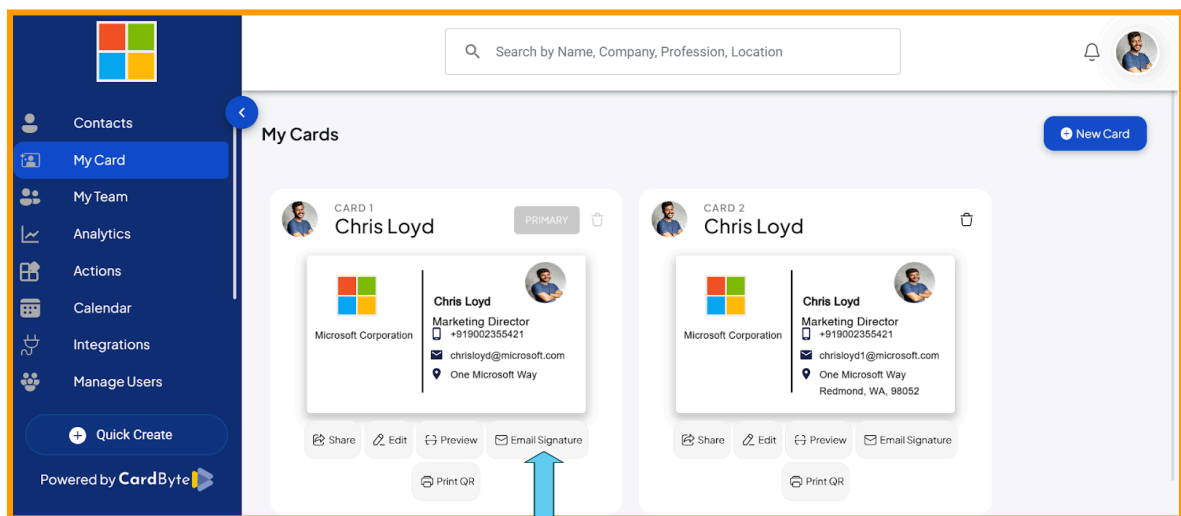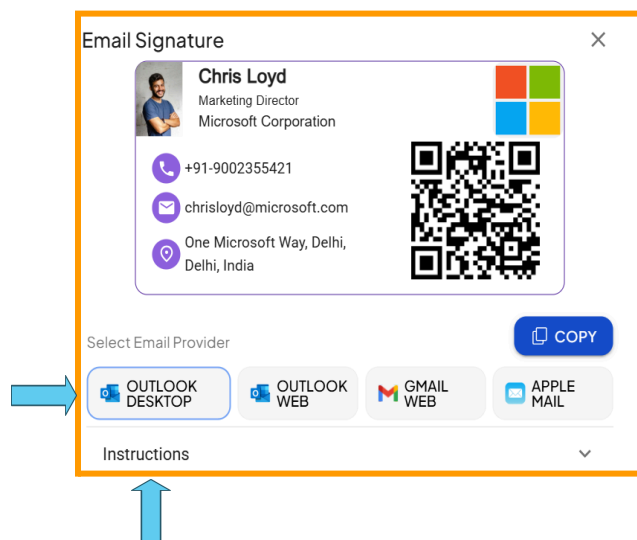# How to Add an Email Signature for Outlook Desktop

Follow these steps to update your email signature for the Outlook Desktop from the CardByte web app:

- **Log in** to the CardByte web app.
  **https://enterprise.cardbyte.ai/login**
- Go to **My Card**
  - Click on the "**Email Signature**" tab.



  - Click on "**Outlook Desktop",** followed by the **Instructions** tab.

The Instructions to add an email signature to Outlook Desktop are as follows:

- Step 1:
    - Copy your email signature
- Step 2:
    - (Windows) Within Outlook, select the "New Email", followed by "Signature", then "Signatures", and then click "New"
    - (Mac) Click on "New Mail"
- Step 3:
    - Click on "Signatures" in the menu/popup
- Step 4:
    - Set your newly created signature as the default option