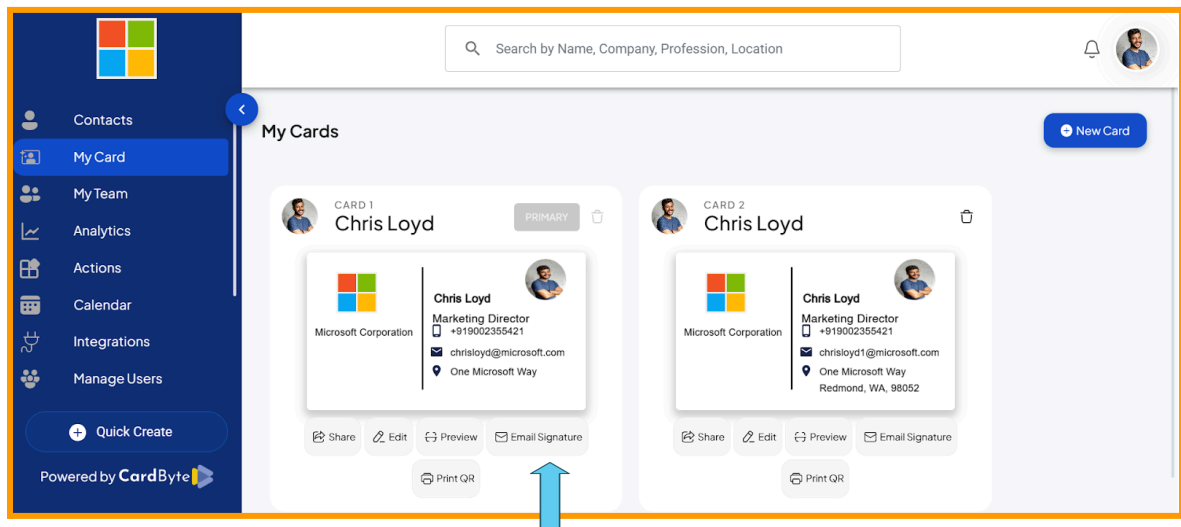


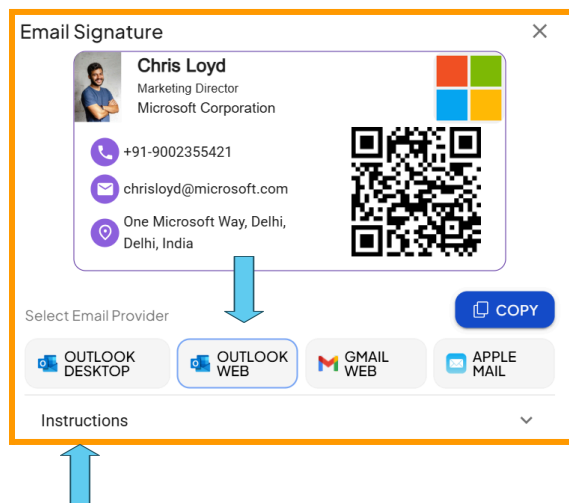
How to Add an Email Signature for Outlook Web

Follow these steps to update your email signature for the Outlook Web 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 Web”**, followed by the **Instructions** tab



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

- Step 1:
 - Copy your email signature
- Step 2:
 - Within your Outlook account, select the gear icon in the top right, followed by the “Compose and reply” option just below the “Layout” tab at the top
- Step 3:
 - Click on “New signature”, provide a name for your signature, and then paste your email signature into the larger text box
- Step 4:
 - In the “Select default signatures” subsection below, choose your newly created signature as default and click the blue save button in the bottom right