# Instructions for Office 365 Administrators

This guide will help you set up a Ban.gl Business Card QR code in the email signatures for all users in your Office 365 environment.

1. **Prepare the QR Code Images:**
   - Ensure that you have the QR code images named after each user's email address (e.g., sally.higgins@tclarke.co.uk.png). Place these images in an accessible network location.
2. **Access Exchange Admin Centre:**
   - Log in to your Office 365 portal and navigate to the Admin centres.
   - Click on Exchange.
3. **Manage Organization-Wide Signatures:**
   - Under mail flow, click on rules.
   - Click on + and then select Apply disclaimers….
4. **Create a New Rule:**
   - Name the rule something descriptive like "Global QR Code Signature".
   - Under Apply this rule if…, select [Apply to all messages].
   - Under Do the following…, select Append a disclaimer…, then click on Enter text….
5. **Specify the Signature Format with the QR Code:**
   - In the text box, type the standard elements of your signature.
   - Use HTML to include the QR code image by inserting:
     <img src="\\networkpath\to\images\%%EmailAddress%%.png"> where you want the QR code to appear. Replace \\networkpath\to\images\ with the actual path to where your images are stored.
   - Click OK.
6. **Fallback Action:**
   - If the disclaimer can't be applied, select Wrap.
7. **Save and Apply the Rule:**
   - Click Save to activate the rule.