

## Instructions for Individual Users

This guide will help you add a Ban.gl Business Card QR code to your personal email signature in Outlook.

- 1. Locate Your QR Code Image:**
  - Find the image file of your QR code. It will be named after your email address, like your.name@example.com.png. Save the image that matches your email to your computer.
- 2. Open Outlook:**
  - Launch the Microsoft Outlook application on your computer.
- 3. Access Signature Settings:**
  - Go to the File menu at the top left corner of Outlook.
  - Click on Options and then select Mail from the sidebar.
  - Under the Compose messages section, click on Signatures....
- 4. Create/Edit Your Signature:**
  - In the Email Signature tab, either create a new signature by clicking New or select an existing one to edit.
  - In the editing area, place the cursor where you want the QR code to appear.
- 5. Insert Your QR Code Image:**
  - Click on the image icon (which looks like a small picture) in the signature editor toolbar.
  - Browse to the location of your QR code image, select it, and click Insert.
- 6. Adjust the Image Size (if necessary):**
  - Click on the image in the signature editor to select it.
  - Use the sizing handles around the image to adjust it to a suitable size.
- 7. Save Your Signature:**
  - Click OK to save your signature settings and close the dialog.
- 8. Finish Up:**
  - Click OK again in the Outlook Options dialog to apply your changes.

