CIHEAM
BARI



Richiesta del biglietto da visita sul portale ONEGATE

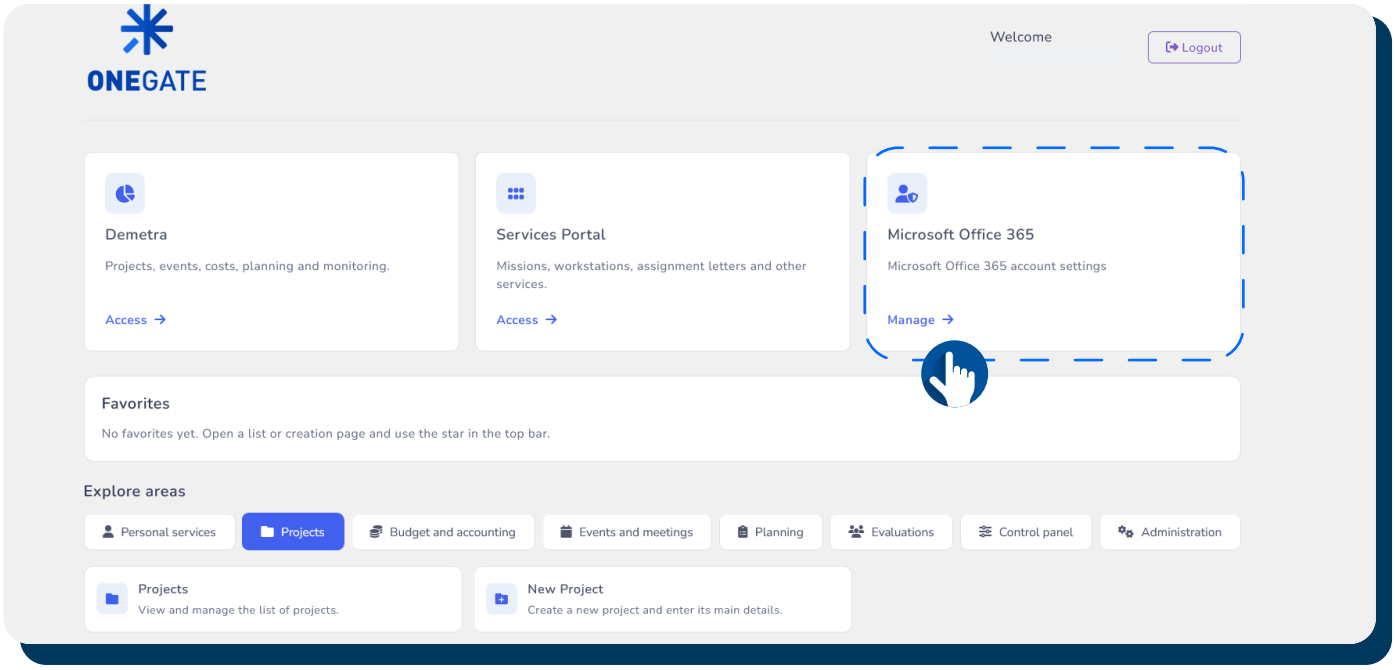
Business cards: a guide to requesting business cards through the ONEGATE portal.

www.iamb.ciheam.org

01

Accedere alla propria area ONEGATE e cliccare su Microsoft Office 365 nel menu in alto a destra.

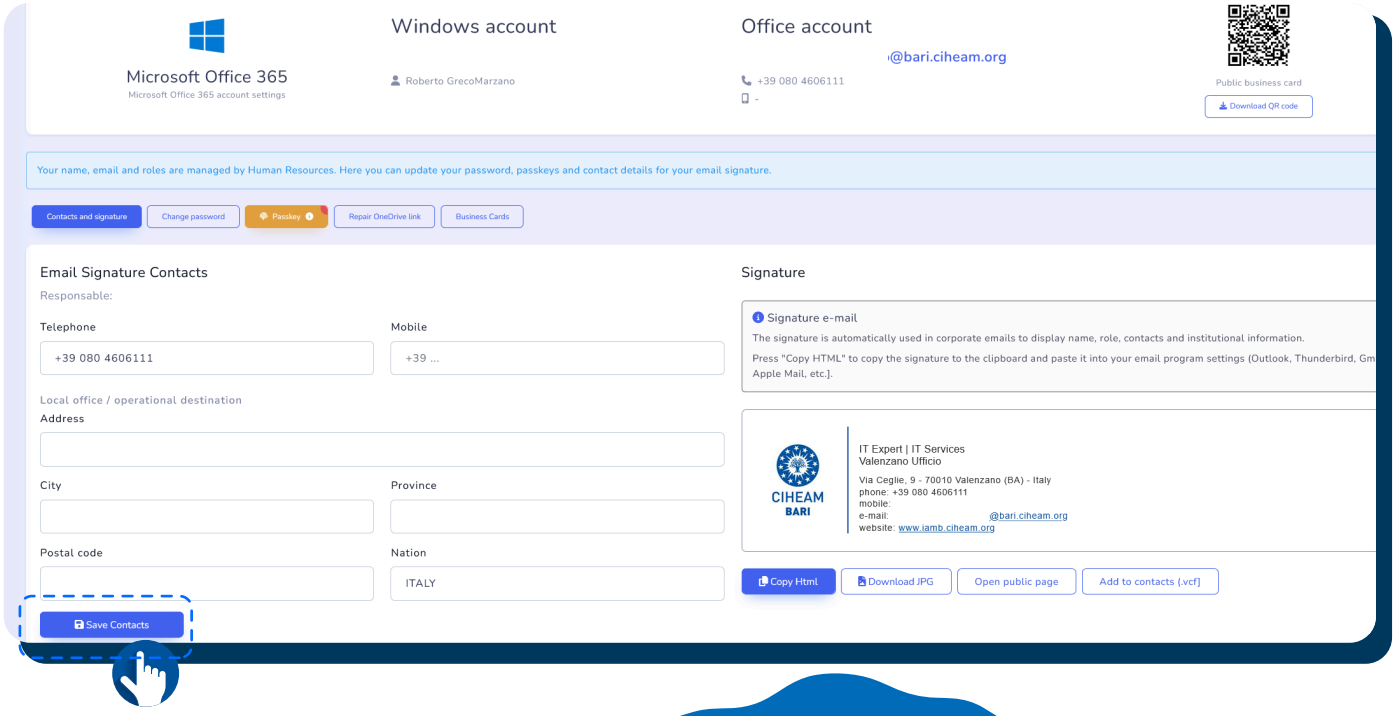
Log in to your ONEGATE account and click on Microsoft Office 365 in the right-hand menu.



02

Aggiornare, se necessario, la sezione Contacts and Signature e cliccare su Save Contacts. La firma digitale verrà inserita automaticamente nell'area sulla destra.

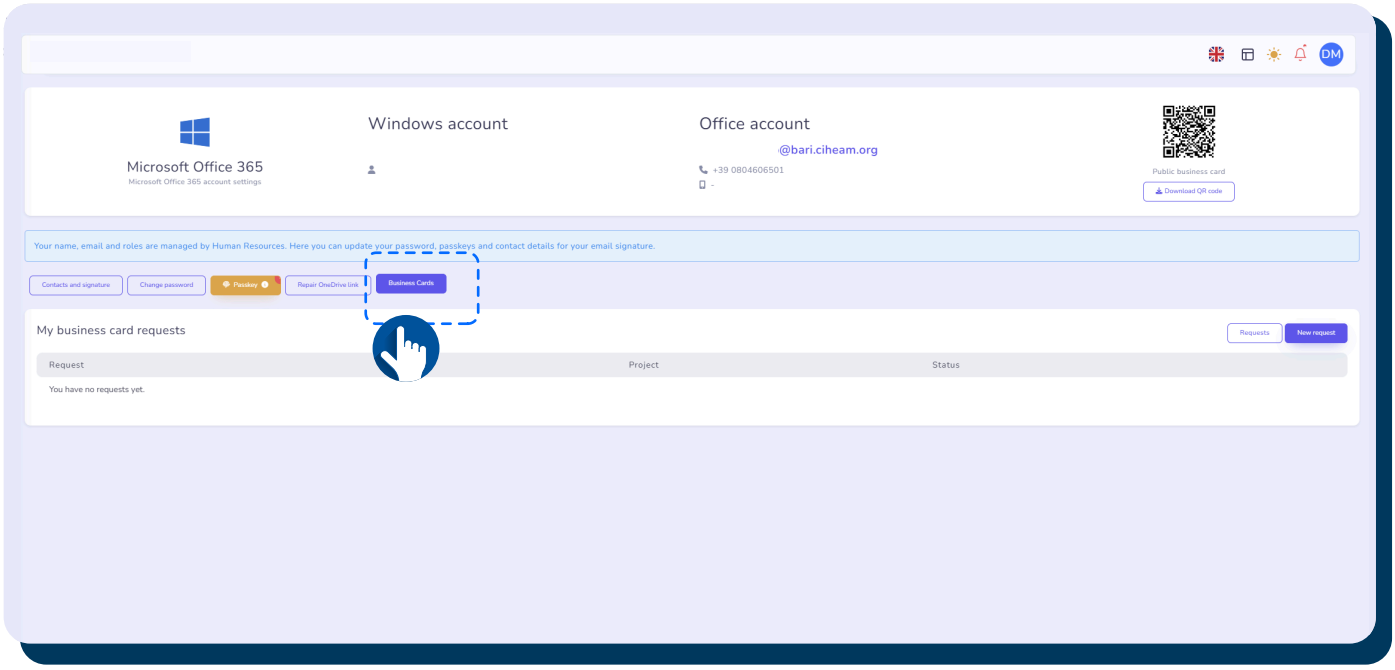
Update the Contacts and Signature section if necessary, and click Save Contacts. Your digital signature will automatically appear in the preview area.



03

Una volta compilata l'area Contacts and Signature, cliccare su Business Cards.

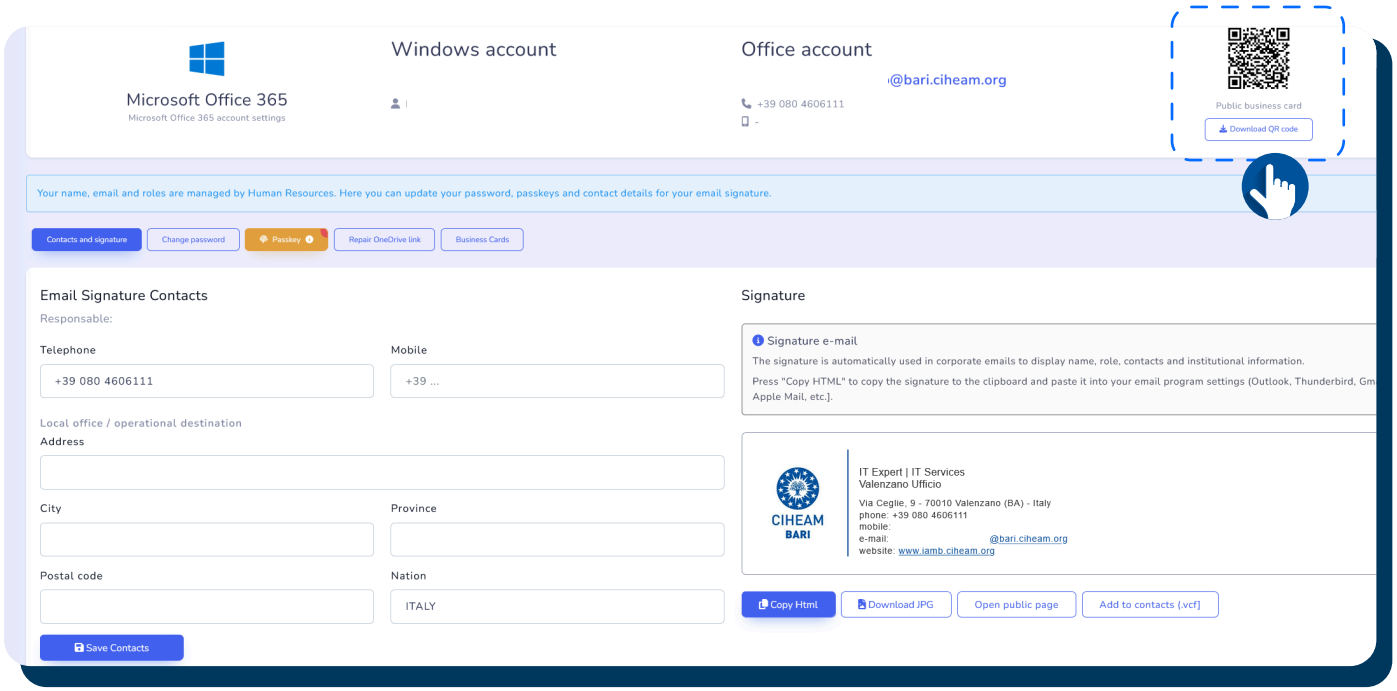
Once the Contacts and Signature section is complete, click Business Cards.



04

Per ottenere il biglietto da visita digitale, basta cliccare su download QR code in alto a destra presente in tutte le sezioni Microsoft Office 365.

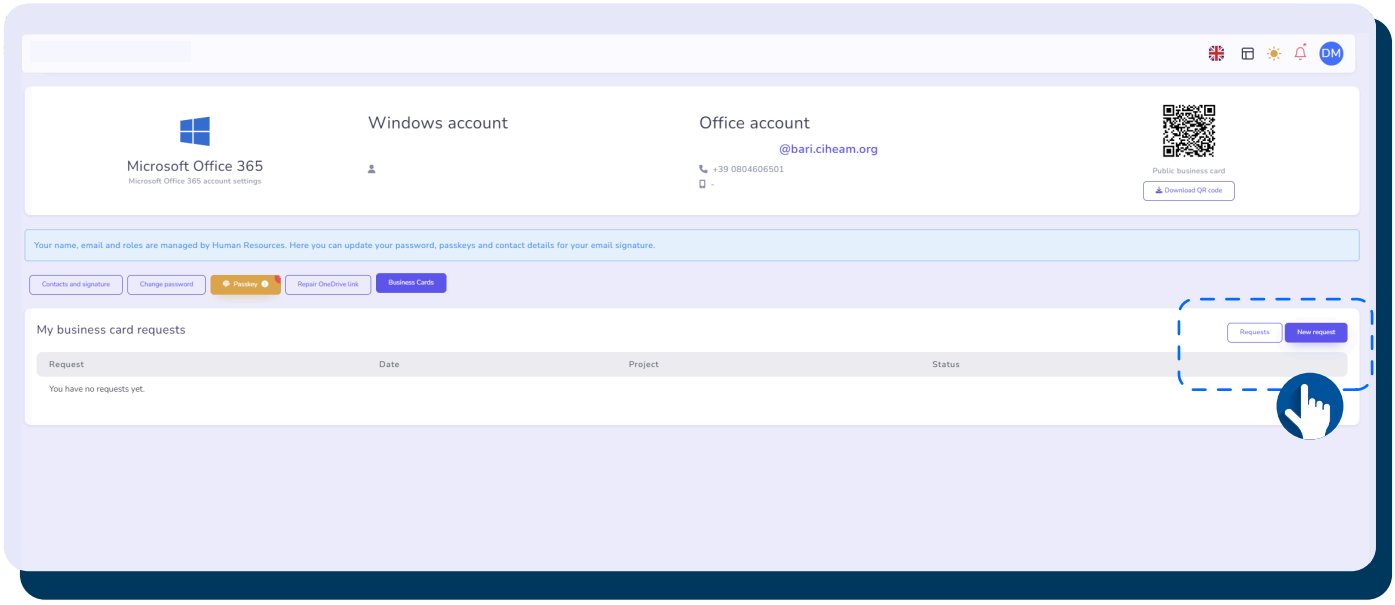
To get your digital business card, simply click Download QR code at the top right in any Microsoft Office 365 sections.



05

Per richiedere il biglietto da visita cartaceo, cliccare su Nuova richiesta.

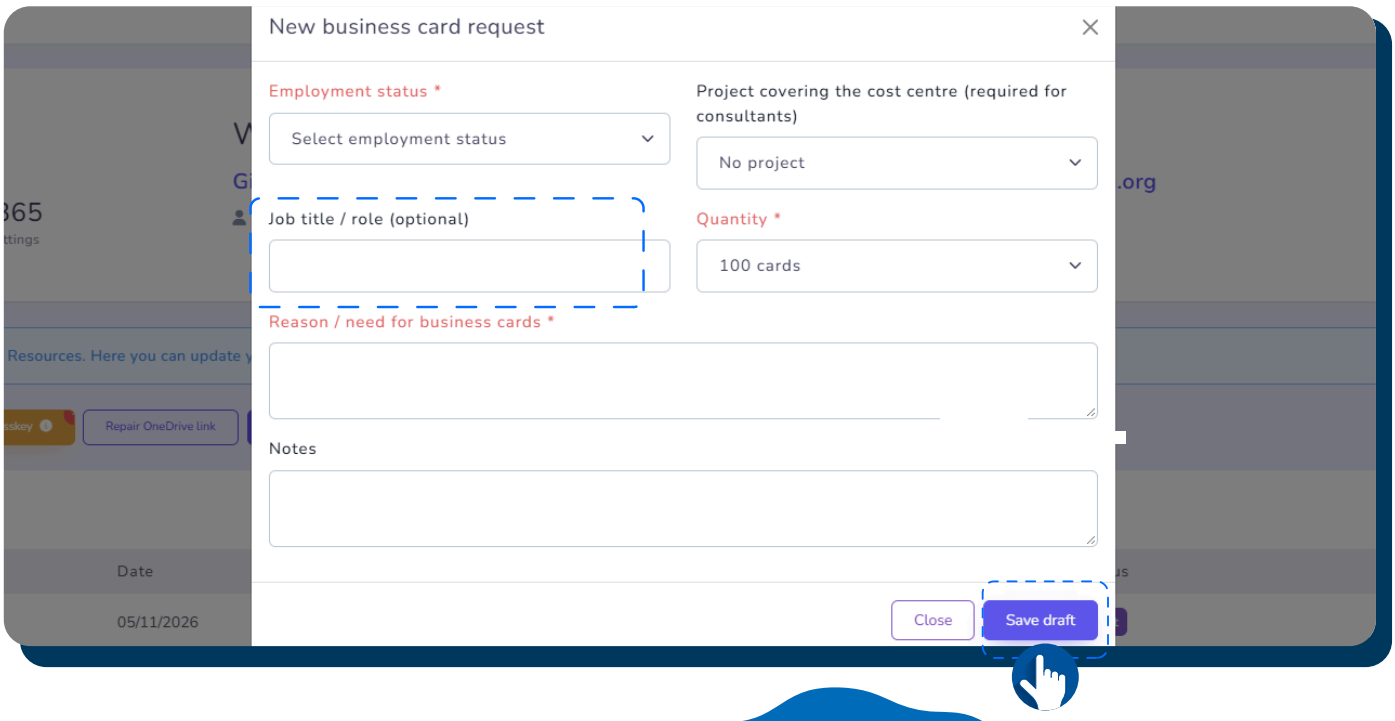
To request printed business cards, click New request.



06

Compilare i campi e cliccare su Salva Bozza. NOTA BENE: Compilare il campo opzionale Job Title esclusivamente qualora si desideri modificare il titolo professionale già riportato nella firma digitale istituzionale.

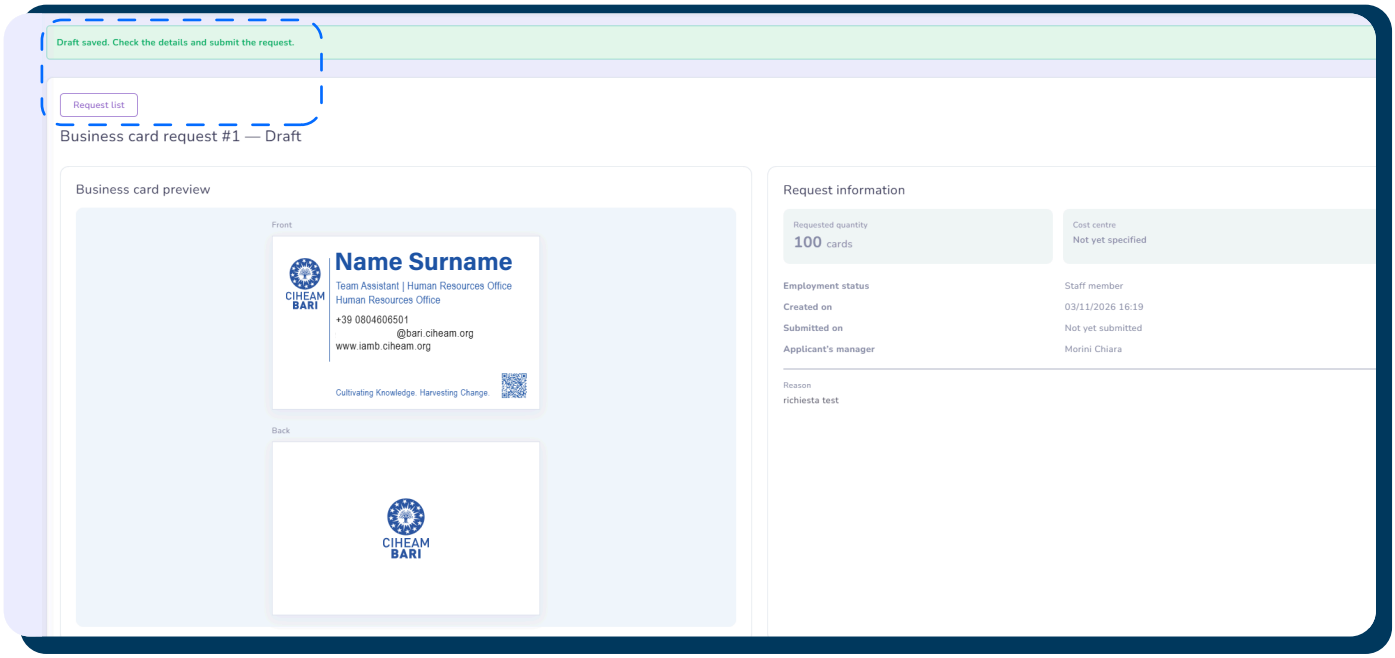
Fill in the form fields and click Save draft.
PLEASE NOTE: Fill in the optional Job title field only if you wish to change the professional title already shown in your institutional digital signature.



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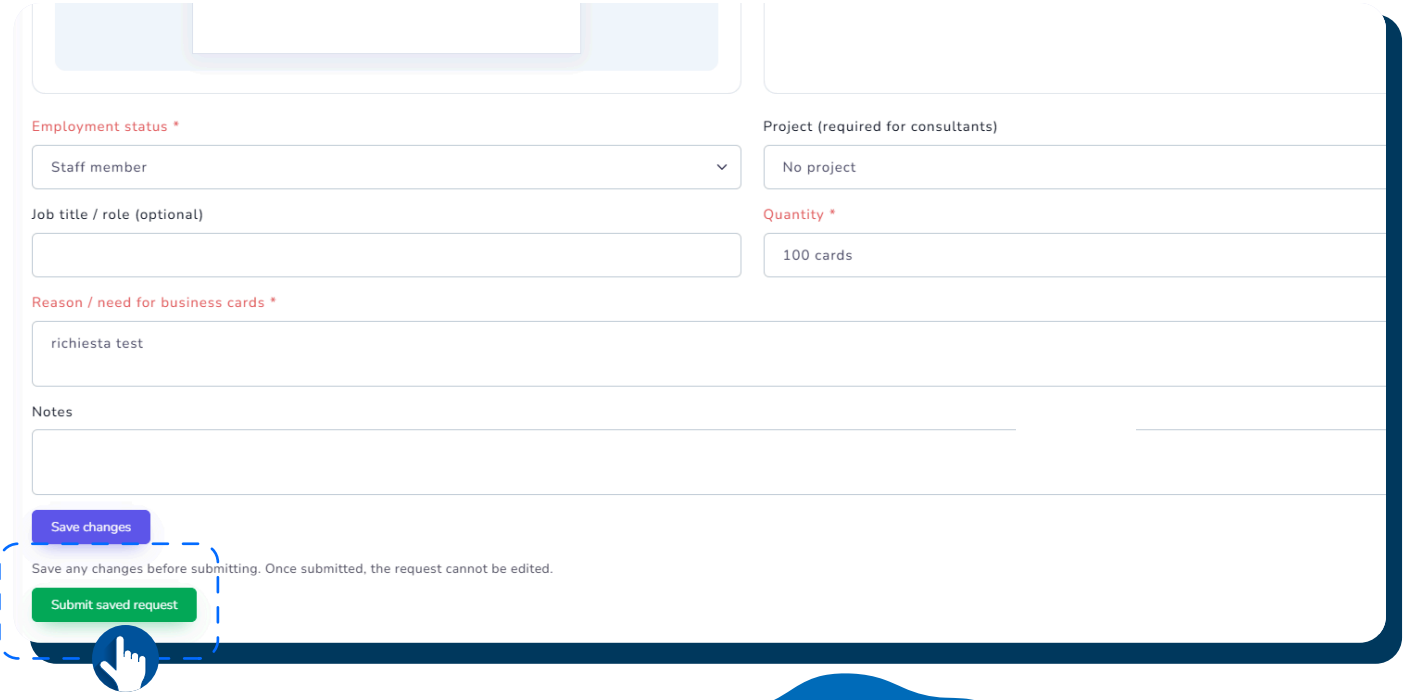
07 Si verrà reindirizzati alla pagina di anteprima del biglietto da visita, nella quale sarà possibile verificare i dati inseriti prima di procedere con l'invio della richiesta.

You will be redirected to the business card preview page, where you can check the entered details before submitting your request.



08 Ricontrollare i campi e cliccare su Submit saved request. Lo stato della richiesta sarà visibile nella stessa pagina.

Double-check the fields and click Submit saved request. The status of your request will be shown on the same page.



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