

How to Add/Change Logo

1. Login to the Admin. Click onto **System Setting**:

The screenshot shows the OnlineXpress CMS Admin interface. At the top, there is a search bar and a navigation bar with icons. The 'System Settings' icon is highlighted with a red circle and labeled '1.'. Below the navigation bar, the 'Settings' section is expanded, showing a list of settings categories: Basic Site Info, Domain Names, SEO, Logo, Social Media Links, Redirects, and Edit History. The 'Logo' category is highlighted with a red box and labeled '2.'. The 'Basic Site Info' section is expanded, showing fields for Name, Email address, Brief description of your business, Telephone number, SMS number, Fax number, Street address, ZIP/Postal code, City, State/Province, Country, Language, and Currency. The 'Save' button is highlighted with a red box.

2. Scroll to **Logo**, click onto the “+” and upload your logo.

3. Don't forget to **Save**.