NEW CLIENT TUTORIALS

Email Signature Setup on Outlook

Open Email Signature File in Your Browser

1. Download the signature file (ending in .htm or .html) to your computer.
2. Navigate to the file, right-click on it, and select "Open" to open the file in your default browser.
3. If your computer asks what program to open the file with, select your preferred web browser.
4. You should see a simple 'webpage' with your email signature and nothing else on the page.
5. Select the whole page with Ctrl-A (or Cmd-A on Mac).
6. Copy the whole page with Ctrl-C (or Cmd-C on Mac).

Set your signature in Outlook

7. Open Microsoft Outlook and select "New Email"
8. In the new blank email window, select the Signature icon (It may look like a blue pen over a white piece of paper), then select "Signatures" from the menu that appears.
9. Select "New" to create a new signature, and name it whatever you would like.
10. In the Edit area, paste your signature into the blank text box with Ctrl-V (or Cmd-V on Mac).
11. <u>Optional:</u> If you are using a general signature and you need to change any details, make those adjustments now.
12. Select "Save" to save your new signature.
13. If you already had a signature in place, you can update your default signature to the new one by selecting it in the "Choose default signature" area at the bottom of the Signatures window.

Verify that the signature has been set

14. Once you have saved your new signature (and optionally updated the defaults), close the Signatures window and discard the email you started.
15. Select "New Email" again and check that the new signature has been appended to the bottom.