

Email Signature Setup on iPhone

ON A COMPUTER:

Open and copy email signature file on a computer

1. On a computer (not your iPhone), open the email you received with the signature file attached.
2. Download the signature file (ending in .htm or .html) to your computer.
3. Navigate to the file, right-click on it, and select “Open” to open the file in your default browser.
4. If your computer asks what program to open the file with, select your preferred web browser.
5. You should see a simple ‘webpage’ with your email signature and nothing else on the page.
6. Select the whole page with Ctrl-A (or Cmd-A on Mac).
7. Copy the whole page with Ctrl-C (or Cmd-C on Mac).

Send an email to yourself with the signature

8. Still on a computer, open your preferred email app and compose a new email to yourself.
9. Paste the signature into the body of your email with Ctrl-V (or Cmd-V on Mac).
10. Send the email to an email address that you can receive on your iPhone.

ON YOUR IPHONE:

Copy the signature file from your phone’s email

11. Open your iPhone’s Mail app.
12. Find and open the email that you just sent to yourself, which contains the copy-pasted email signature.
13. Highlight the signature by tapping and holding over it. You may need to drag the cursors or tap “Select All” from the context menu to include the whole signature.
14. Copy the signature by tapping “Copy” from the context menu.

Set the new signature in your phone settings

15. Open your iPhone’s Settings app and tap the “Mail” item.
16. Inside the Mail category, scroll down and tap the “Signature” item.
17. If you have an existing signature, delete it.
18. Tap and hold in the blank signature area to bring up the context menu.

19. Tap “Paste” from the context menu to paste your signature. Because iPhones don’t support all formatting options, it may look a little different from what you saw on the computer.
20. Optional: If you are using a general signature and you need to change any details, make those adjustments now.
21. Hit the back button in the upper-left to go back to the Mail settings and save your new signature.

Verify that the signature has been set

22. Open your iPhone’s Mail app.
23. Compose a new email and check that the signature has been appended to the bottom.