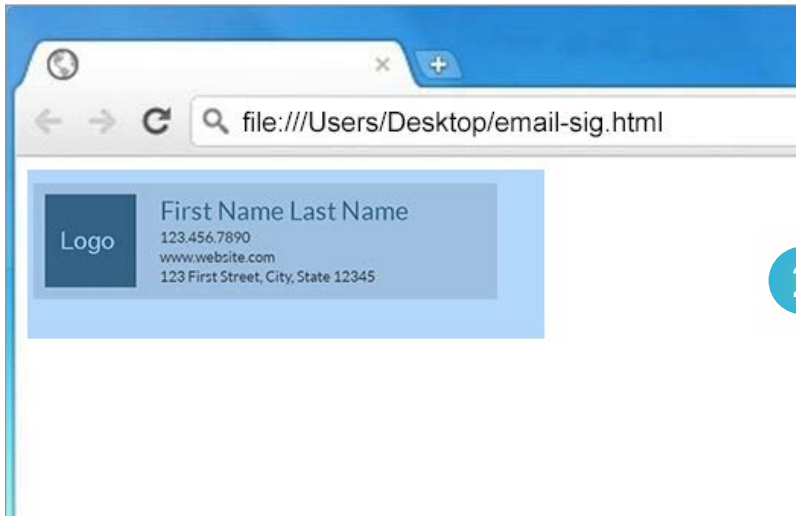# Email Signature

Installation instructions for **Outlook 365 for PC**

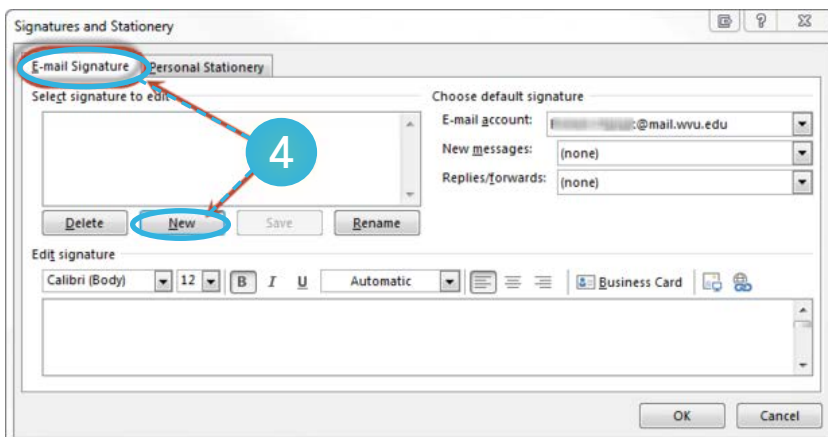---

1   Open the 'email-sig.html' file in Chrome or Firefox.

2   With the browser open and on the foreground and your signature file displayed, press Command + A on your keyboard to 'Select All', then press Command + C to 'Copy'.

3   Open Outlook, select File > Options > Mail > Signatures or in a new mail window, locate Signature in the Include group of the Message ribbon
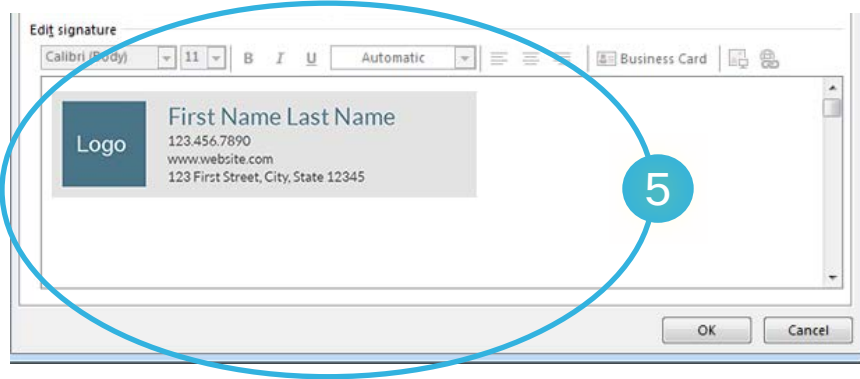

4   In the E-mail Signature tab, click on the New command button. Type in a name for your signature file and click OK to continue.

5 In the Edit signature panel, press Command + V to 'Paste' the signature that you copied from your browser.

6 Edit your personal details, then click OK to save.