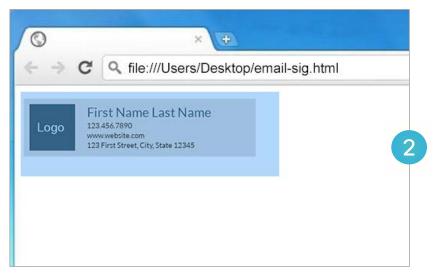
## **Email Signature**

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'.



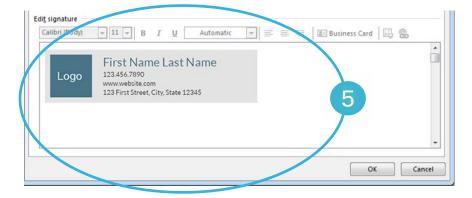
3 Open Outlook, select File > Options > Mail > Signatures or in a new mail window, locate Signature in the Include group of the Message ribbon



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.

| Sele <u>c</u> t signature to edit |                     | Choose default signature E-mail account: |                       |   |
|-----------------------------------|---------------------|--|-----------------------|---|
|                                   |                     | New messages:                            | (none)                | 1 |
|                                   |                     | Replies/forwards:                        | (none)                | Ē |
| Delete New                        | Save <u>R</u> ename |  |                       |   |
| di <u>t</u> signature             |                     |  |                       |   |
| Calibri (Body) 💌 12 💌             | B I U Automatio     |  | 🔠 Business Card 🛛 🔂 🔀 |   |
|                                   |                     |  |                       | 1 |
|                                   |                     |  |                       |   |

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.

