AOL MAIL

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in

AOL MAIL

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in AOL Mail within minutes.

1

STEP ONE
Open your provided Email Signature HTML file in your web browser.

2

STEP TWO
Now that your email signature is open in a new window, press **Ctrl + A** to highlight the signature, then press **Ctrl + C** to copy the signature.

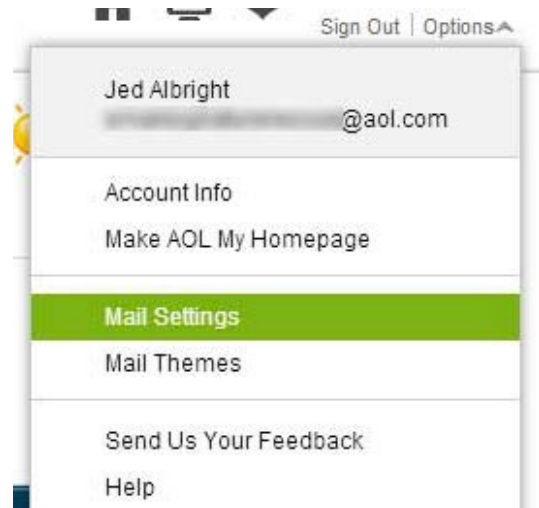
3

STEP THREE
Login to your AOL Mail account.

STEP FOUR

4

Click on the **Options** link at the top right of AOL Mail. It's underneath your username and right next to the Sign Out link.
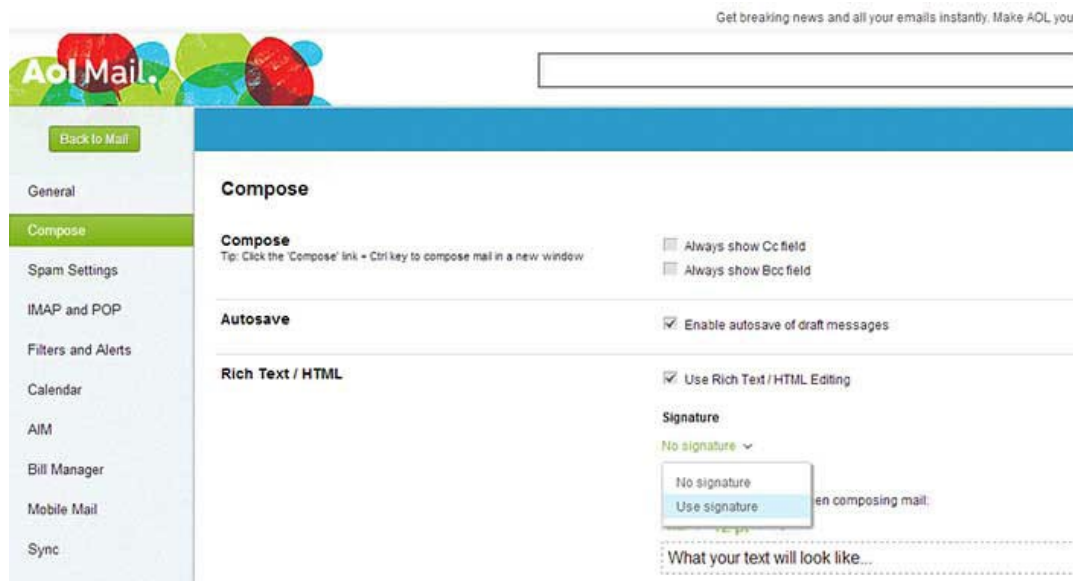
Scroll down and select **Mail Settings**.

STEP FIVE

5

In **Mail Settings**, click on the **Compose** tab, located in the left hand side menu.

Under the Rich Text / HTML heading, you will see the words **No signature** highlighted in green. Click on the arrow next to it and select **Use signature**.

> **NOTE**: If you have previously setup an email signature, you will see the words **Use signature** to start with.
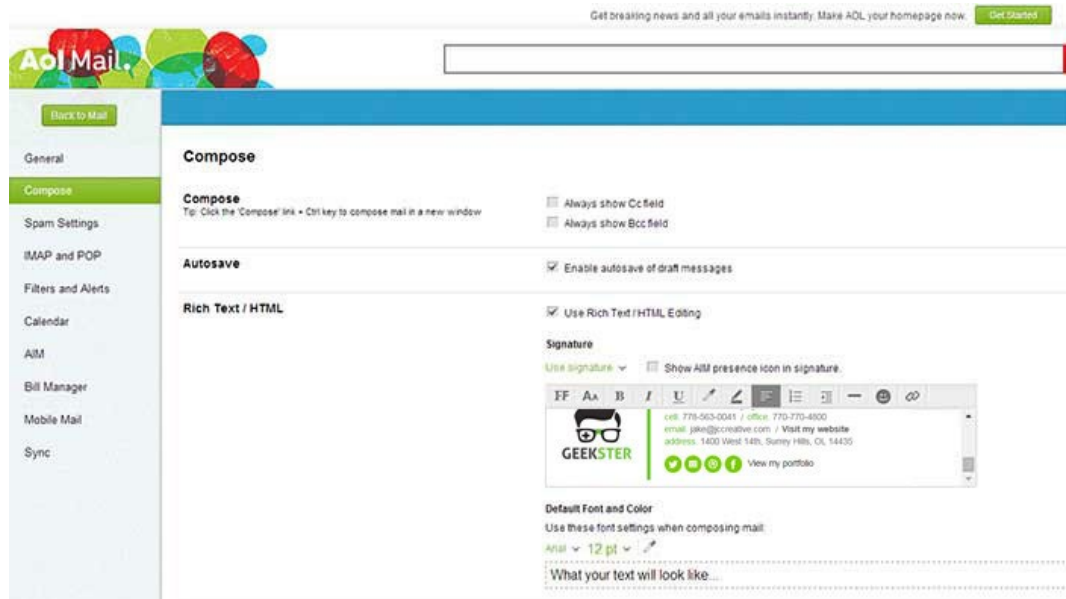
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6

STEP SIX

Click inside the signature text box and press **Ctrl + V** to paste your copied email signature.

7

STEP SEVEN

Save your changes then click the **Back to Mail** button at the top left of your screen. Compose a new email and you'll see your email signature is now automatically inserted with each email you send.

All done! Your email signature is now installed within AOL Mail!