

# EM CLIENT

YOUR EMAIL INSTALLATION GUIDE

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

1

## STEP ONE

Open your Email Signature in your web browser, press Ctrl + A to highlight the signature, then copy the signature using Ctrl + C.

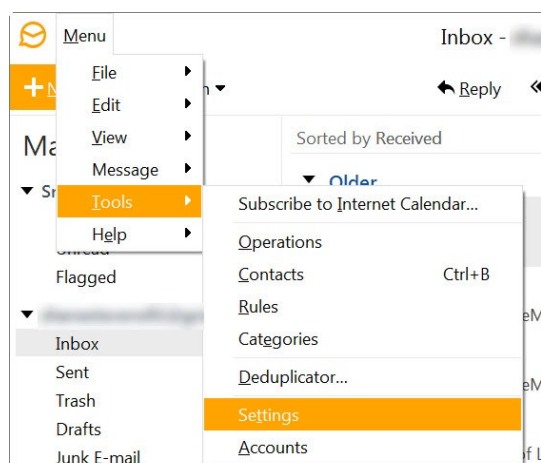
IMPORTANT: Do not use your mouse to select the area, only use Ctrl + A as you may miss out on grabbing some of the code.



2

## STEP TWO

Open your eM Client software and from the top menu select **Tools**, then **Settings**.



# Installing your email signature in EM CLIENT

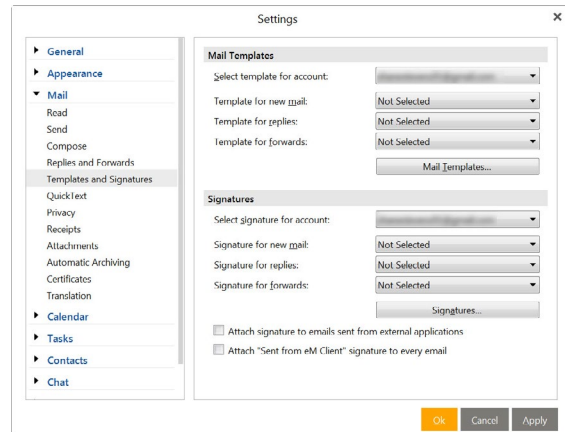
10

3

## STEP THREE

Select **Mail** on the left hand side, then select **Templates and Signatures** from the new menu options that appear under the **Mail** tab.

Click on the **Signatures...** button

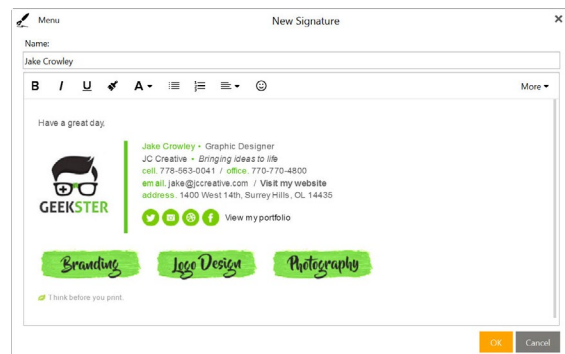


4

## STEP FOUR

Click on **Add Signature**, then give your signature a name and paste your signature into the Signature text box by pressing **Ctrl + V**.

**NOTE:** Recipients will not see tables or extra spacing when they receive the signature in your email, it's only in compose view that you may see the tables and extra spacing.

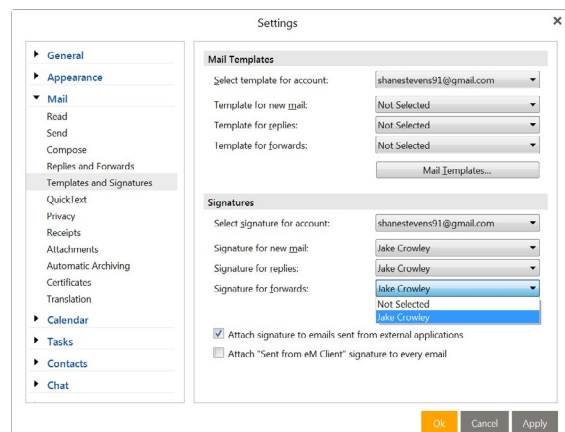


5

## STEP FIVE

Press OK twice, until you get back to the **Template and Signatures** window.

Now you need to assign your signature to the correct email account and choose if you want your signature to insert automatically for you on all new emails, forwards and replies.

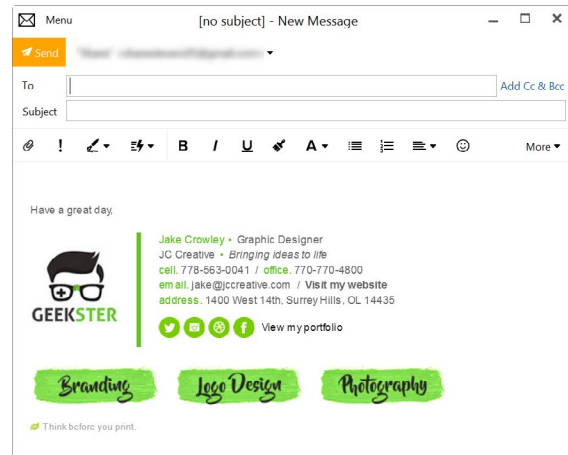


## 6

### STEP SIX

Press Apply and then OK when you are done.

Now to test your new signature, compose a new email message. If you selected for your signature to appear on new emails, it will show now.



All done! Your email signature is now installed within eM Client!

