

# GODADDY WORKSPACE

YOUR EMAIL INSTALLATION GUIDE

# Installing your email signature in GODADDY WORKSPACE

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

**IMPORTANT:** Make sure you have Mozilla Firefox installed before starting. Firefox **MUST** be used during the installation process in order for your email signature to install correctly.

**1**

## STEP ONE

Open your provided Email Signature HTML file in Mozilla Firefox.

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## 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.

Have a great day.



Jake Crowley - Graphic Designer  
JC Creative - Bringing ideas to life  
cell: 778-563-0041 / office: 770-770-4800  
email: [jake@jccreative.com](mailto:jake@jccreative.com) / Visit my website  
address: 1400 West 14th, Sunny Hills, CA 94935



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## STEP THREE

Switch to your **GoDaddy Workspace** account, opened in the Firefox browser.

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## STEP FOUR

With the Email tab open, select **Compose**.

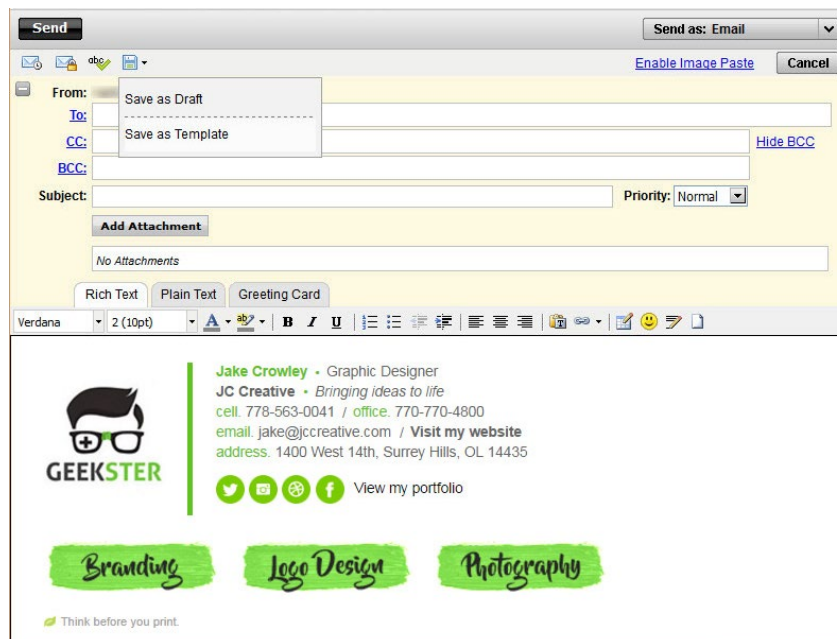


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## STEP FIVE

Select **Rich Text** from just above the email body then paste your email signature into the email body by clicking and pressing **Ctrl + V**.

Now that your signature has been pasted and is displaying correctly you want to select the **Save icon** at the top left of the window, then select **Save as Template**.



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## STEP SIX

Enter a name for your new signature template. The name of your business is a good idea if you have multiple businesses and multiple email signatures, as you will be regularly using this.



**Save Template**

Enter a template name

My New Signature

Cancel Save & Close Save & Edit

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## STEP SEVEN

Your signature is now installed as an email template which is ready for use. To send an email with your signature installed simply select **Templates** then click on your saved template and type your email.

All done! Your email signature is now installed within GoDaddy  
Workspace!

