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.

1

STEP ONE

Open your provided Email Signature HTML file in Mozilla Firefox.

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.

STEP THREE

3

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

STEP FOUR

4

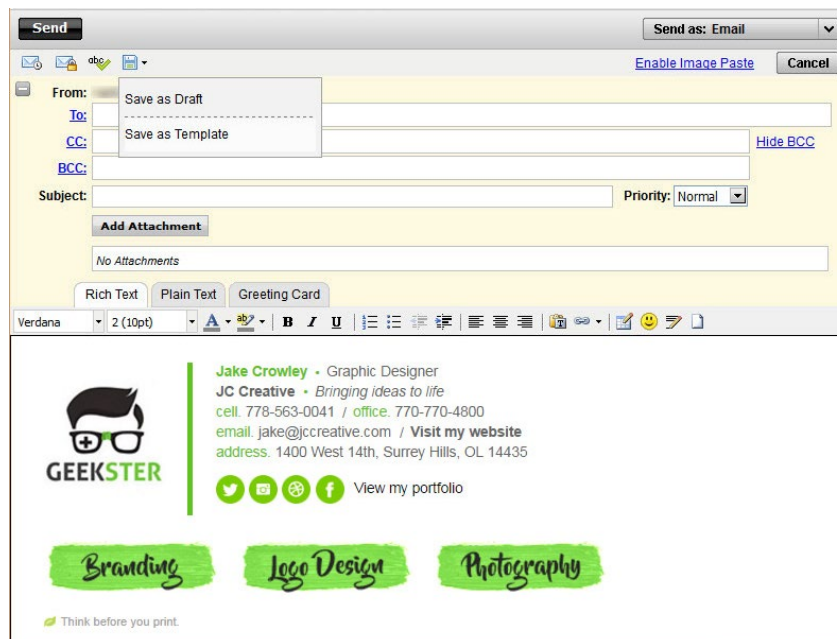With the Email tab open, select **Compose**.

STEP FIVE

5

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

6

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

STEP SEVEN

7

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!