

WINDOWS LIVE MAIL

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in WINDOWS LIVE 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 Windows Live Mail within minutes.

IMPORTANT: Yahoo Mail enforces a character limit to email signatures. If your email signature will not save, please contact your Email Signature Provider to shorten it for you.

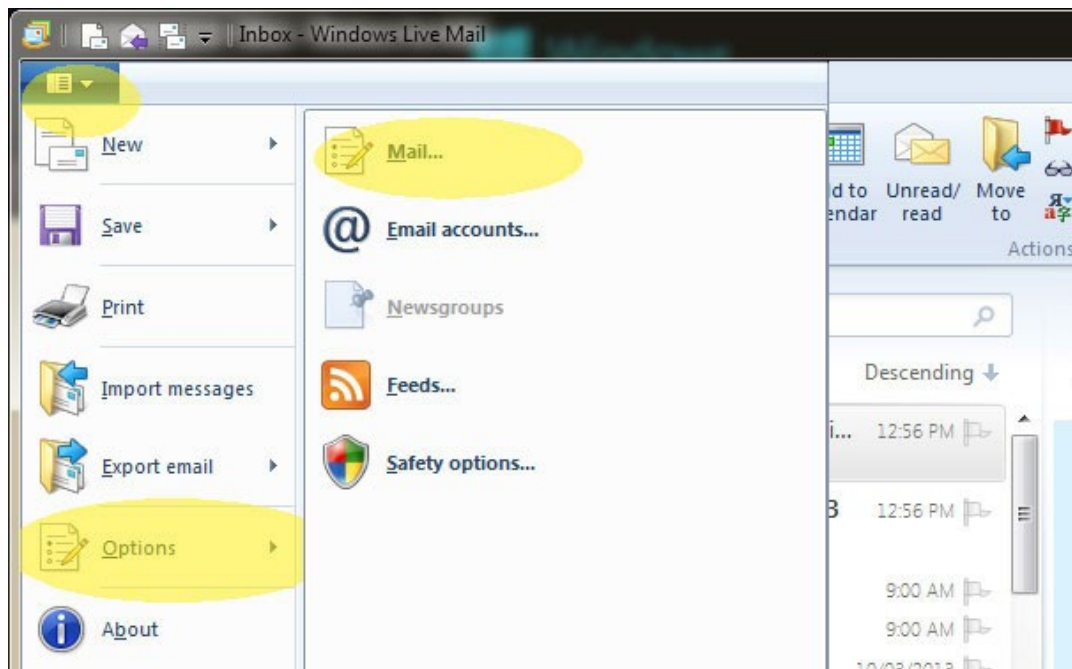
1

STEP ONE

Navigate to where your Email Signature is saved, and open it using your web browser.

2

Click on the blue file icon in the top left hand corner of the application to open a new drop down menu. Then select "Options" then "Mail" from the new menu



3

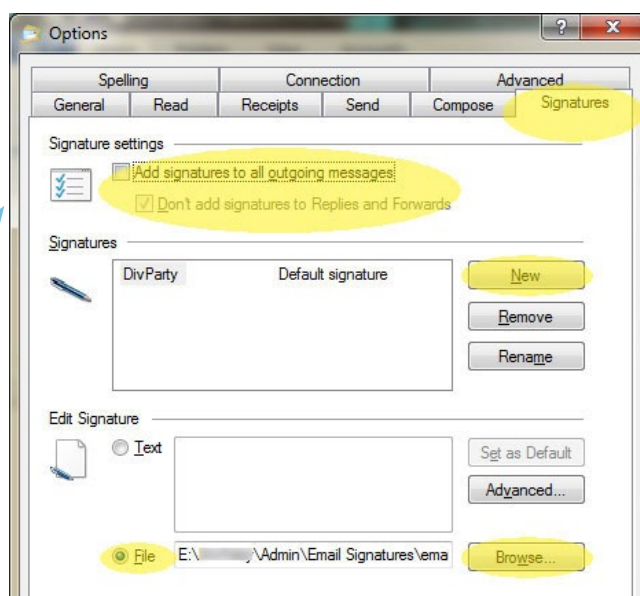
STEP THREE

When the Options box opens, click on the Signature tab at the far right.

4

STEP FOUR

On the Signature Settings screen, click New to create a new signature.



NOTE: If you would like to append your signature on all email messages you create please tick the box at the top "Add signature to all outgoing messages". If you would like to append your signature to all replies and forwards un-tick the box "Don't add signatures to Replies and Forwards". If you would like to only add your signature on some occasions, do not tick any boxes. Then when you create an email message, you can add your signature by pressing the "Signature" button in the toolbar and selecting the appropriate signature.



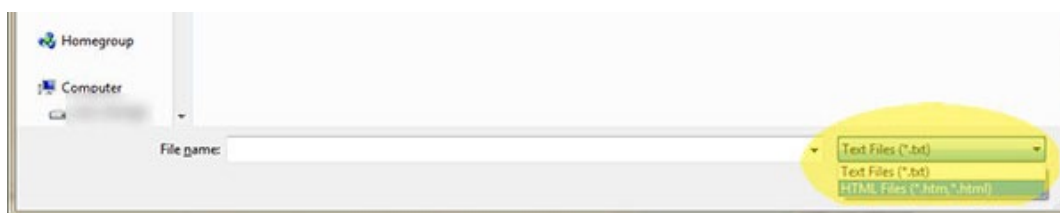
Installing your email signature in WINDOWS LIVE MAIL

5

STEP FIVE

Then select the "file" radio button and then the Browse button to navigate to where you saved your provided html file.

IMPORTANT: While you are browsing for your file, please make sure that you can open .html/.htm files by selecting the option from the dropdown box, otherwise you will not be able to see your html file when browsing.



6

STEP SIX

Save the settings and you're done!

All done! Your email signature is now installed within Windows Live Mail!

