

MAILBIRD

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

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.



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STEP TWO

Open Mailbird and from the top menu select the menu icon, then select **Options**.



Installing your email signature in

¹⁸ MAILBIRD

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STEP THREE

From the menu on the left side, select **Identities**.

You will see your email accounts listed here, select your account then **Edit**.



STEP FOUR

Name your email signature then click inside your Signature text box and paste your copied signature by pressing **Ctrl + V**.

Press OK then close out of the options windows.

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Gene		Edit identity			
Арре	Your name:	Jake]	H	
Com	Email:	jake@jccreative.com			
Acco	Reply-to:	Use a different reply-to address	1	2	
Ident	Signature:	Jake Crowley - Graphic Designer			
Folde		cell. 778-563-0041 / office. 770-770-4 email. jake@jccreative.com / Visit my			
Upda		■ 14 × Arial × B / U <>			
Netw	SMTP server:	smtp.gmail.com Port: 587]		
Snoo	Encryption:	STARTTLS -			
Adva		Test connection			
Αbοι		OK Cancel			

STEP FIVE

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.

From: Jake <shanester< th=""><th>ens91@gmail.com></th><th></th><th>></th></shanester<>	ens91@gmail.com>		>
▶ To:			
Subject			
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 / Visit my website		
GEEKSTER	address. 1400 West 14th, Surrey Hills, OL 14435		
	View my portfolio		
Branding	loco Desico Photocraphy		
0	25 3 3 13 10		
Think before you print.			



MAILBIRD ¹⁹

All done! Your email signature is now installed within Mailbird!