

MAILBIRD

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 Mailbird 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.

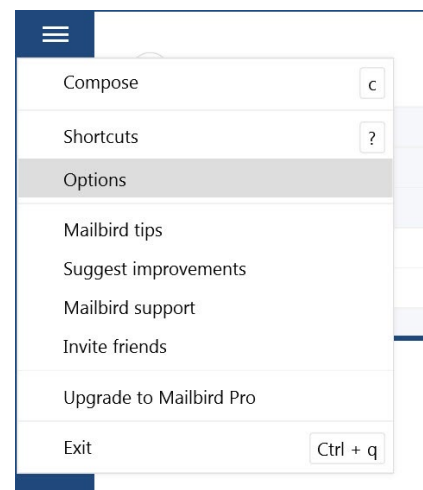
IMPORTANT: Do not use your mouse to select the area, only use Ctrl + A as you may miss out on grabbing some of the code.



2

STEP TWO

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



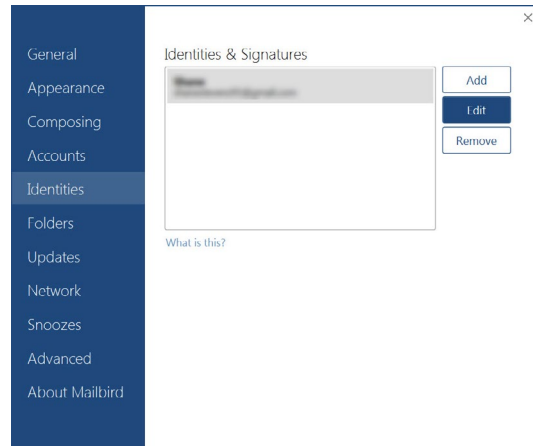
Installing your email signature in MAILBIRD

3

STEP THREE

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

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

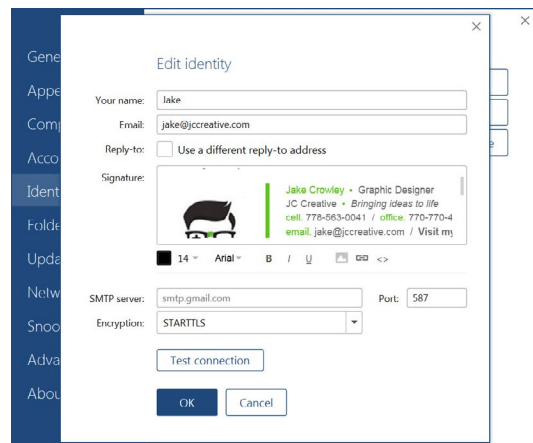


4

STEP FOUR

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

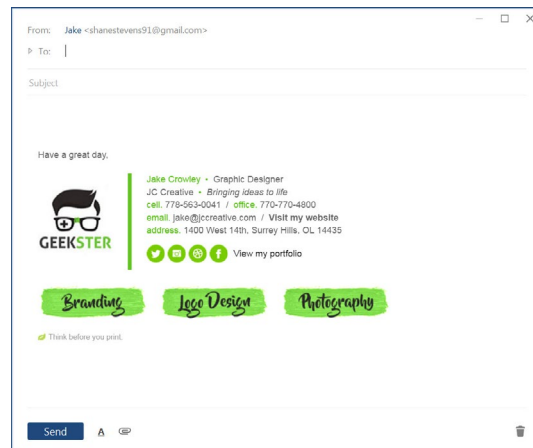
Press OK then close out of the options windows.



5

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.



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

