

**OUTLOOK.COM**

YOUR EMAIL INSTALLATION GUIDE

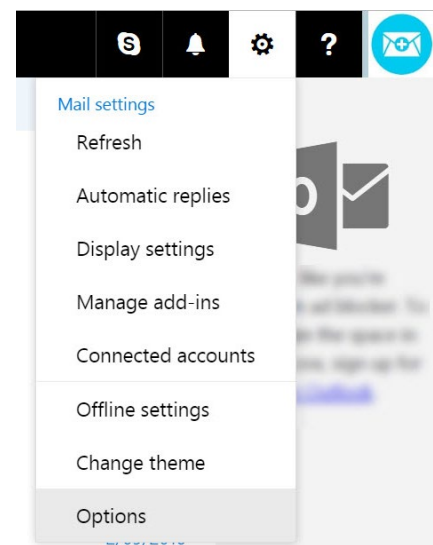
Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Outlook.com within minutes.

1

## STEP ONE

Sign in to your **Outlook.com** mail account.

On the top right of your screen, click the **Cog icon** then select **Options**.



2

## STEP TWO

To the left side of your **Options** screen you will see a list of settings. Under the **Mail** category you will see a sub heading called **Layout**, open this and select **Email signature**.

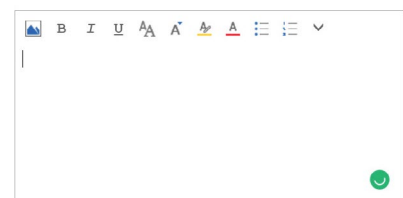
### Options

- Shortcuts
- General
- Mail
  - Automatic processing
  - Automatic replies
  - Clutter
  - Inbox and sweep rules
  - Mark as read
  - Message options
  - Read receipts
  - Reply settings
- Accounts
- Attachment options
- Junk email
- Layout
  - Categories
  - Conversations
  - Email signature**
  - Message format

Save Discard

### Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to



# Installing your email signature in OUTLOOK.COM

## 3

### STEP THREE

Now that you're on your Email Signature Settings, you'll want to open your email signature. If you've had your email signature emailed to you, then go ahead and open it in your web browser. If you haven't, and have access to your Email Signature Rescue account then you can login to your account and select **Full Screen Preview** from your dashboard.

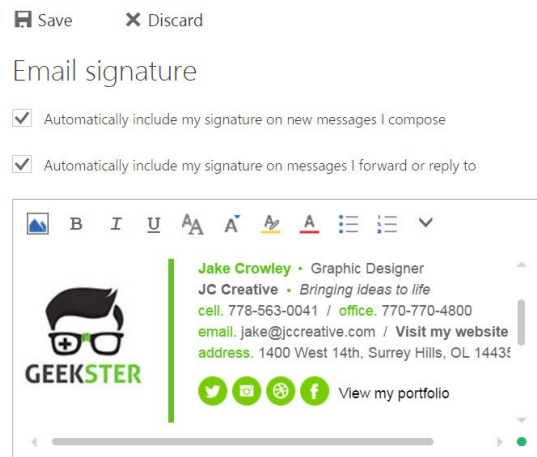
Now that you've opened your email signature, you'll want to highlight it and copy it. Press **Ctrl + A (Command + A for Mac)** to select all, then **Ctrl + C (Command + C for Mac)** to copy.



## 4

### STEP FOUR

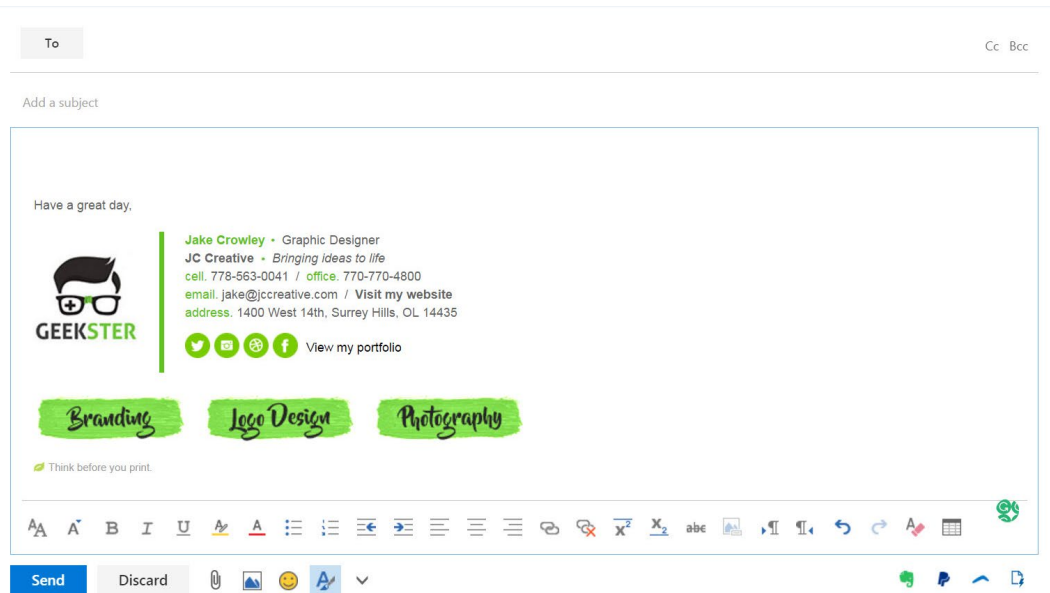
Switch back to **Outlook.com**, click inside your signature window and press **Ctrl + V (Command + V for Mac)** to paste your email signature. Tick the two options above, then click the **Save** button.



## 5

### STEP FIVE

Now that your signature has been pasted into your settings and is displaying correctly all you have to do is start emailing! Compose a new email and you will see your email signature inserted each time you send an email from that account.



All done! Your email signature is now installed within Outlook.com!

