

OUTLOOK 2007

YOUR EMAIL INSTALLATION GUIDE

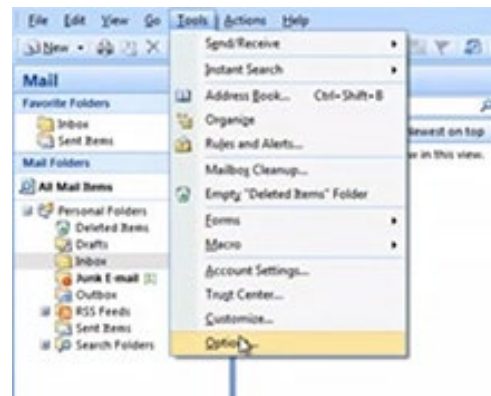
Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Microsoft Outlook 2007 within minutes.

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STEP ONE

Open your Microsoft Outlook 2007 mail client.

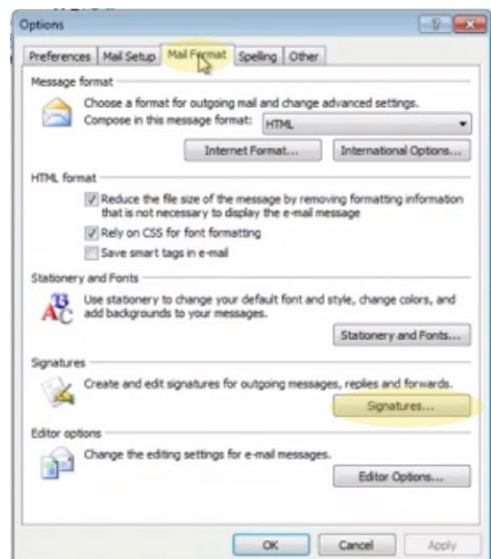
Once open, select the **Tools** option from the menu bar, then **Options...**



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STEP TWO

Now that your **Options** window is open, select the **Mail Format** tab from the top and click the **Signatures...** button.

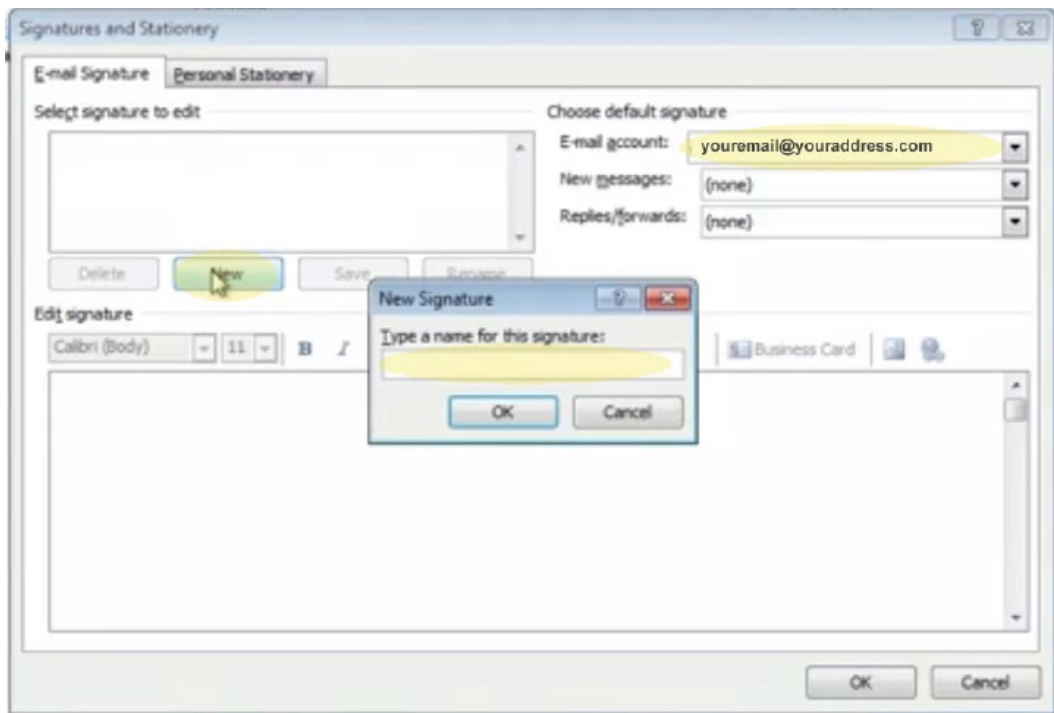


Installing your email signature in OUTLOOK 2007

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STEP THREE

Once on the **Signatures and Stationery** screen, click the **New** button and type a name for your signature. If you have multiple accounts setup in Outlook 2007, make sure that the email address at the top of the screen (highlighted in yellow below) is the correct email address you wish to assign this signature to, then select the signature to send on **New Messages** and **Replies/Forwards**.



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STEP FOUR

Now we want to press OK to take us back to the **Options/Mail Format** window.

Keeping **Outlook 2007** open, navigate to your .html signature file which was emailed to you, then open it in **Notepad**.

You will see what looks like a lot of jumbled code. Click in Notepad then press **Ctrl + A** to select all, followed by **Ctrl + C** to copy the code.



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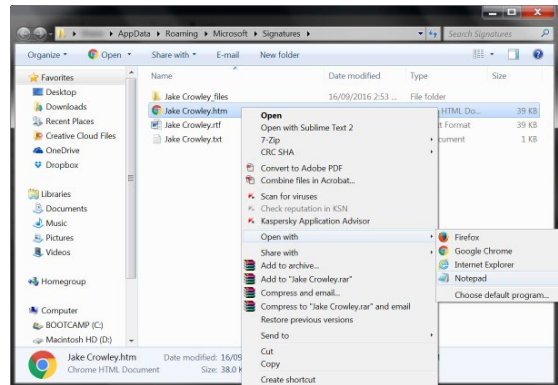
STEP FIVE

Switch back to **Outlook 2007** and hold **Ctrl** whilst clicking on the **Signatures...** button. This will open your Outlook 2007 signature file location in Windows Explorer.

Right click on the **My Signature.htm** file and open this within Notepad.

Click in Notepad and press **Ctrl + A** to select all, then hit **Delete**. Press **Ctrl + V** to paste your copied code.

Finally, click on **File > Save** or **Ctrl + S**.



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STEP SIX

Now that we have replaced that signature with our code, you can go ahead and compose a new email. Your email signature will automatically be inserted and send with all of your emails.

NOTE: When viewing your installed email signature in your signature settings, the signature will not display correctly. Ignore this as it's a Outlook bug with the styling.

Composing a new email and sending it to yourself will show you that it is being received correctly.

All done! Your email signature is now installed within Microsoft Outlook 2007!

