

# **OUTLOOK 2010**

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 2010 within minutes.



### STEP THREE

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Once the **Outlook Options** box has opened, select the **Mail** tab on the right hand side just beneath **General**.

## Installing your email signature in

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### **STEP FOUR**

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Click the **Signatures**... button on the right hand side.

| utlook Options                                       |   | 2 X                      |
|--|---|--------------------------|
| General  | Change the settings for messages you create and receive.  | *<br>                    |
| Mail<br>Calendar<br>Contacts<br>Tasks                | STEP THREE  | Editor Options           |
| Notes and Journal<br>Search<br>Mobile                | ABC   | Spelling and Autocorrect |
| Advanced<br>Customize Ribbon<br>Quick Access Toolbar | Create or modified STEP FOUR  | Signatures               |
| Add-Ins<br>Trust Center                              | Outlook panes Customize how items are marked as read when using the Reading Pane. Message arrival | Reading Pane             |
|  |   | - OK Cancel              |

### **STEP FIVE**

Click the **New** button to create your Signature in Outlook 2010.

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### **STEP SIX**

The **New Signature** box will open. Enter what you would like to name your signature, and click **OK**.

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## Installing your email signature in

# **OUTLOOK 2010**

| E-mail signature Personal St | ationery                                    |
|------------------------------|---|
| Select signature to edit     | Choose default signature                    |
|                              | E-mail account:                             |
|                              |   |
|                              |   |
|                              | STEPFIVE                                    |
| Delete <u>N</u> ew           |   |
| Edit signature               |   |
| Celibri (Body) 📼 11          | 💌 🖪 🗾 Automatic 💌 🧮 🚍 🔚 🕼 Business Card 📓 🎭 |
|                              |   |
|                              | New Signature                               |
|                              | STEPSIX                                     |
|                              | Lype a name for this signature:             |
|                              |   |
|                              | OK Cancel                                   |
|                              |   |
|                              | -   |
|                              |   |
|                              |   |

### **STEP SEVEN**

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

### **STEP EIGHT**

Once the Email Signature is open in your web browser, press **CTRL + A** to highlight the signature, then press **CTRL + C** to copy the signature.

#### Have a great day,



Think before you print.

## Installing your email signature in

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#### **STEP NINE**

Change back to Outlook 2010, and press **CTRL + V** to your signature into the **Edit Signature** field.

| SPELL SUBJUICE TO FUIL  | Choose default sim                  | ature                   |                    |
|---|-------------------------------------|-------------------------|--------------------|
| Enail Signature   | E-mail account:                     | menditions on a         | -                  |
|   | New messages:                       | (none)                  |                    |
|   | Replies/forwards:                   | (none)                  |                    |
| Dalata Nava   |                                     |                         | Lines              |
|   | Targue                              |                         |                    |
| Edisgnature   | Automatic a 🗐 = -                   |                         |                    |
| GEEKSTER  | 00 West 14th, Surrey Hills, OL 1443 | STEP NINE               |                    |
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| Branding Log  | zo Design Photog                    | staphy iformation and a | s inten<br>ante of |

#### **STEP TEN**

Now that you have pasted your email signature into your settings, you can go ahead and compose a new email. Your email signature will automatically be inserted and send with all of your emails.

## All done! Your email signature is now installed within Microsoft Outlook 2010!