

# OUTLOOK 2010

YOUR EMAIL INSTALLATION GUIDE

# 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.

1

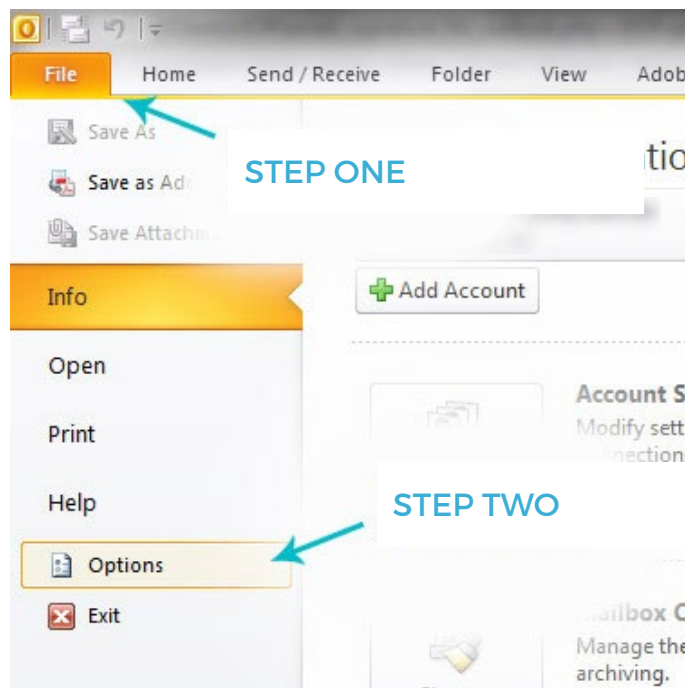
## STEP ONE

Open your **Microsoft Outlook 2010** mail client. Once Outlook 2010 is open, select the **File** tab at the top right of the program on the Menu Bar.

2

## STEP TWO

On the left hand side, click the **Options** button.



3

## STEP THREE

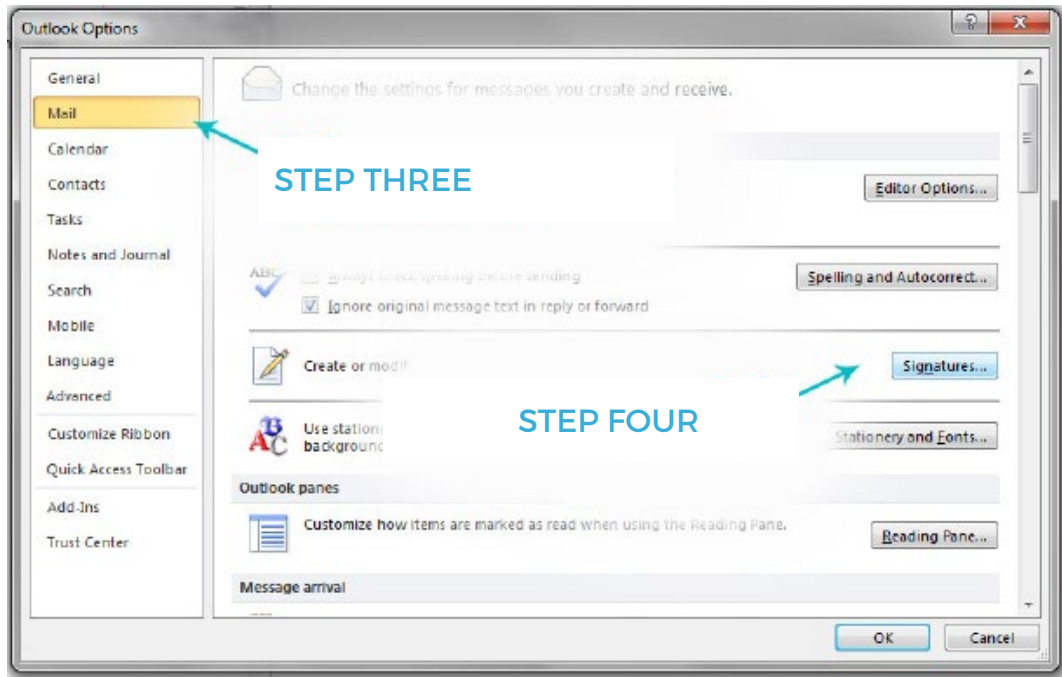
Once the **Outlook Options** box has opened, select the **Mail** tab on the right hand side just beneath **General**.



4

### STEP FOUR

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



5

### STEP FIVE

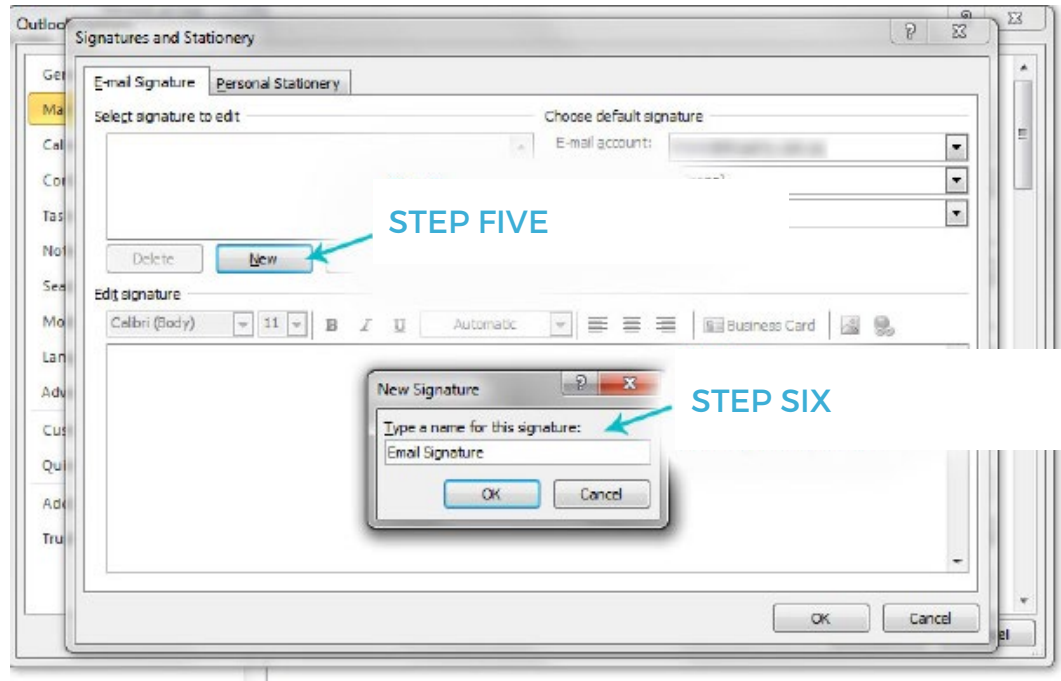
Click the **New** button to create your Signature in Outlook 2010.

6

### STEP SIX

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





## 7

### STEP SEVEN

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

## 8

### STEP EIGHT

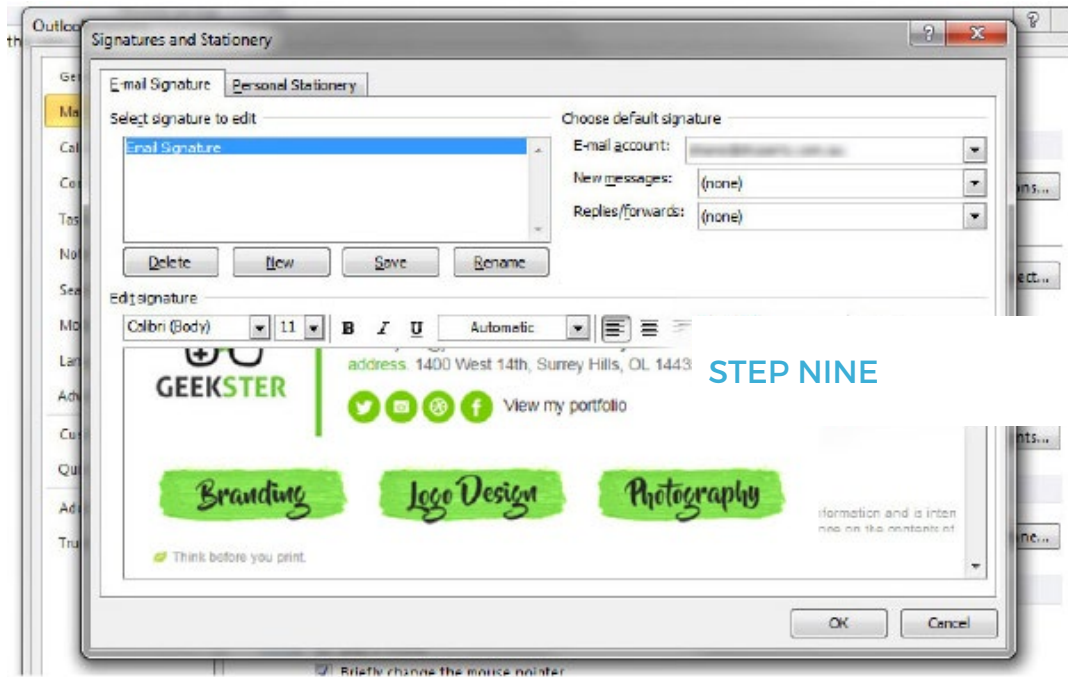
Once the Email Signature is open in your web browser, press **CTRL + A** to highlight the signature, then press **CTRL + C** to copy the signature.



9

### STEP NINE

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



10

### 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!

