OUTLOOK 2016

YOUR EMAIL INSTALLATION GUIDE

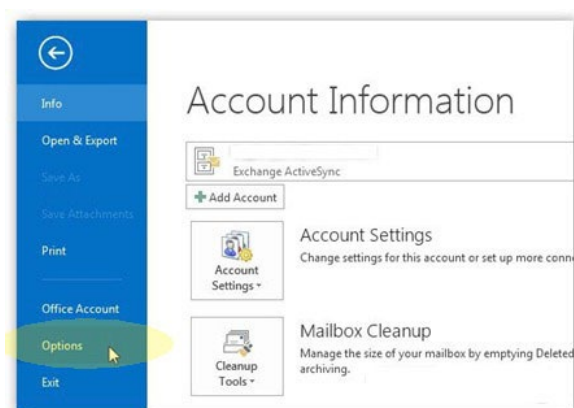# Installing your email signature in
OUTLOOK 2016

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 2013 within minutes.

1 STEP ONE

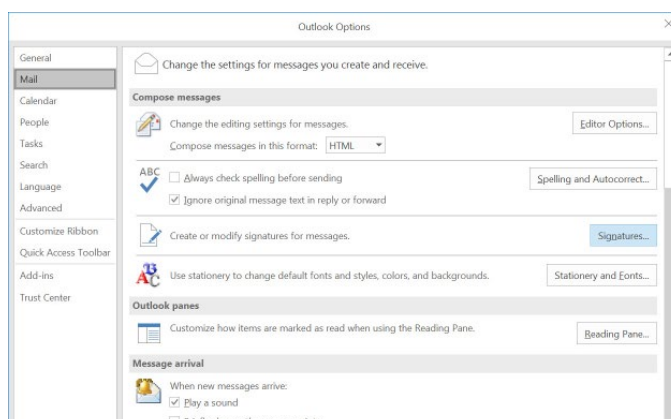Open **Microsoft Outlook 2016** mail client.

Once **Outlook 2016** is open, click the **File** tab in the Outlook 2016 menu, then select **Options**.

2 STEP TWO

Select **Mail** on the left hand side and click on the **Signatures...** button.

3 STEP THREE

Click on **New** and type a name for your email signature, press **OK**

Select the signature to send on **New Messages** and **Replies/Forwards** for your email account

STEP FOUR

Switch out of Outlook 2016 for a minute and go to where your provided email signature file is saved.

Right click the file and **open with Notepad**. You should see a lot of code. Press **Ctrl + A** to select all, then **Ctrl + C** to copy the code.

STEP FIVE

Switch back to **Outlook 2016** and hold Ctrl whilst clicking on the **Signatures...** button. This will open your Outlook 2016 signaure 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

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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 2016!