

POSTBOX

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in

POSTBOX

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

1

STEP ONE

Open your Email Signature in your web browser, press **Ctrl + A** to highlight the signature, then copy the signature using **Ctrl + C**.

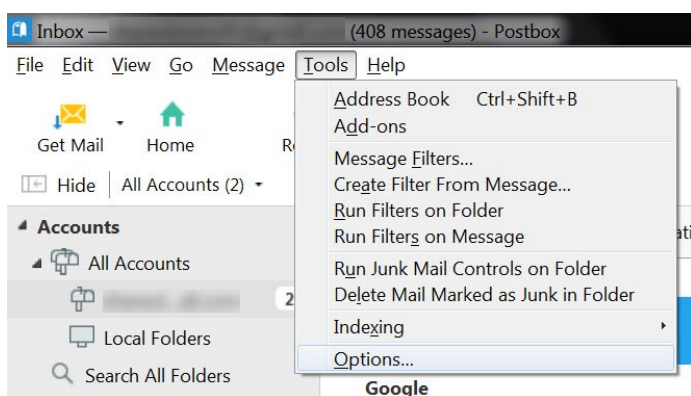
IMPORTANT: Do not use your mouse to select the area, only use **Ctrl + A** as you may miss out on grabbing some of the code.



2

STEP TWO

Open **Postbox** and from the top menu select **Tools**, then select **Options**.



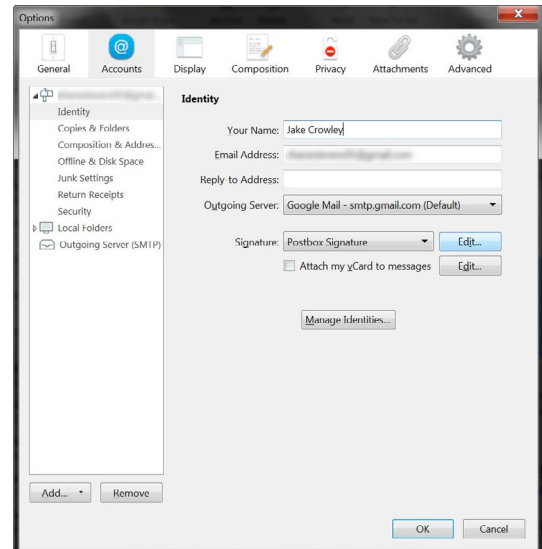
3

STEP THREE

From the menu on the top, select **Accounts**.

You will see your email accounts listed here with some options below.

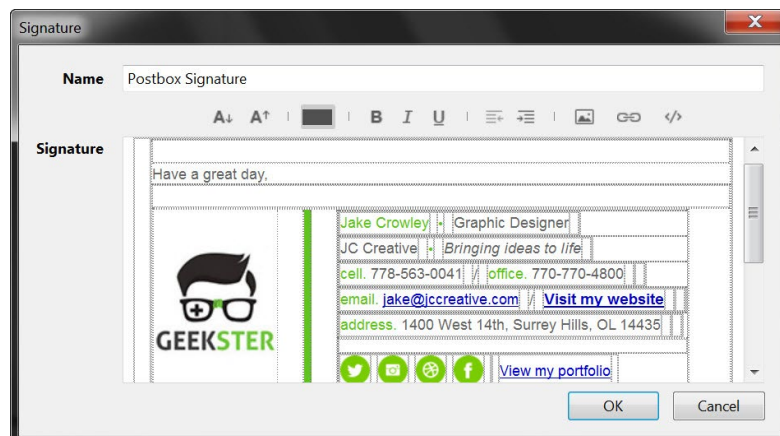
Select the **identity** option in the drop down list, then select **Edit** next to the signature option.



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STEP FOUR

Now that your Signature creation window is open in Postbox, give your email signature a name, then paste your copied signature into the Signature text box below by pressing **Ctrl + V**.



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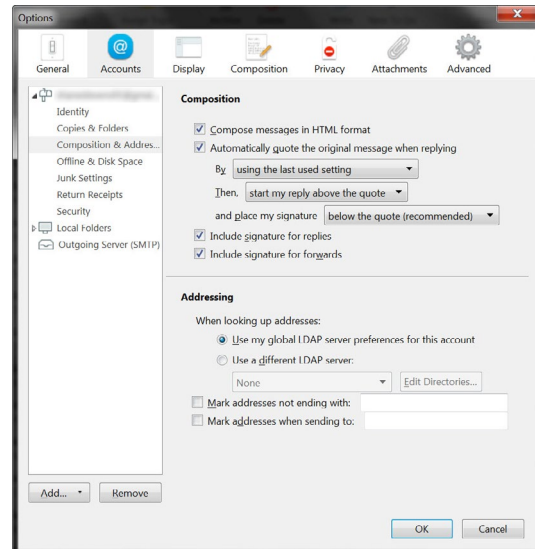
STEP FIVE

Press OK to close out of your Signature creation window, then from the left menu select **Composition & Addressing**.

Under the **Composition** settings ensure the follow are ticked:

- Compose messages in HTML format
- Include signatures for replies
- Include signatures for forwards

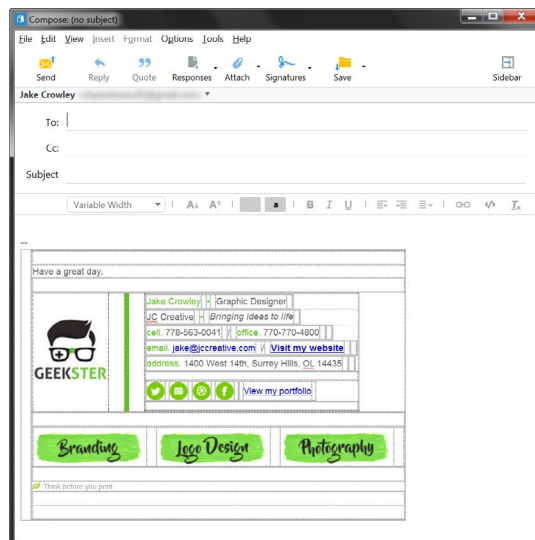
Your signature will now automatically insert whenever sending an email. The other settings are your own personal preference.



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STEP SIX

Now that your email signature has been installed and your settings adjusted, compose a new email and you will see your signature will automatically insert.



All done! Your email signature is now installed within Postbox!

