YAHOO MAIL

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in

YAHOO MAIL

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Yahoo Mail within minutes.
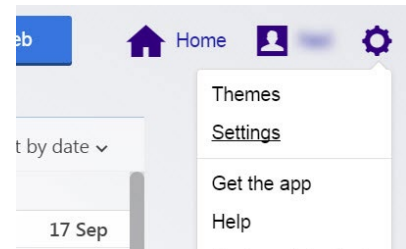
1 **STEP ONE**

Login to your **Yahoo! Mail** Account.
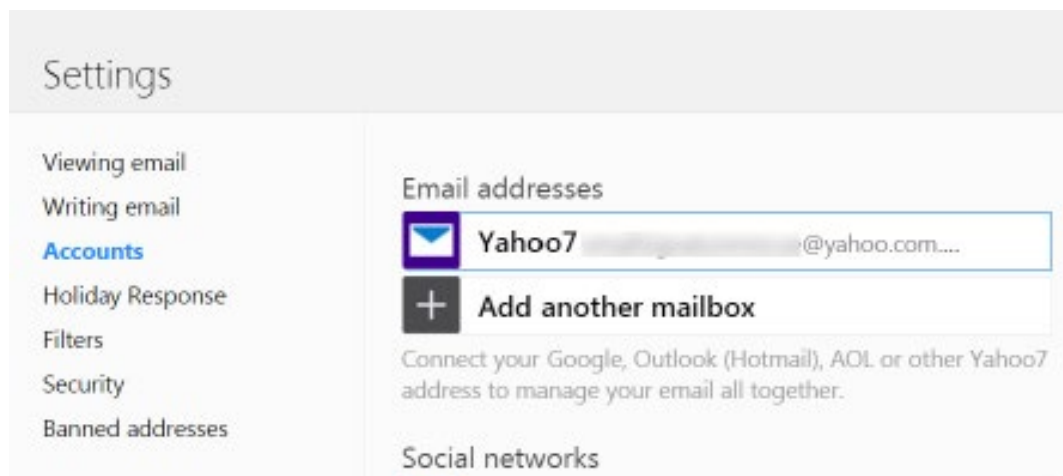
2 **STEP TWO**

Once logged in, select the **Cog icon** from the top right of your screen, then select **Settings**.

3 **STEP THREE**

Select the **Accounts** tab on the left hand side, then click on the email address you want to install your email signature into.

STEP FOUR

4

Switch out of Yahoo! Mail for a moment, and open the email signature file you were provided in your web browser. Press **Ctrl + A** to highlight the signature, then **Ctrl + C** to copy it.
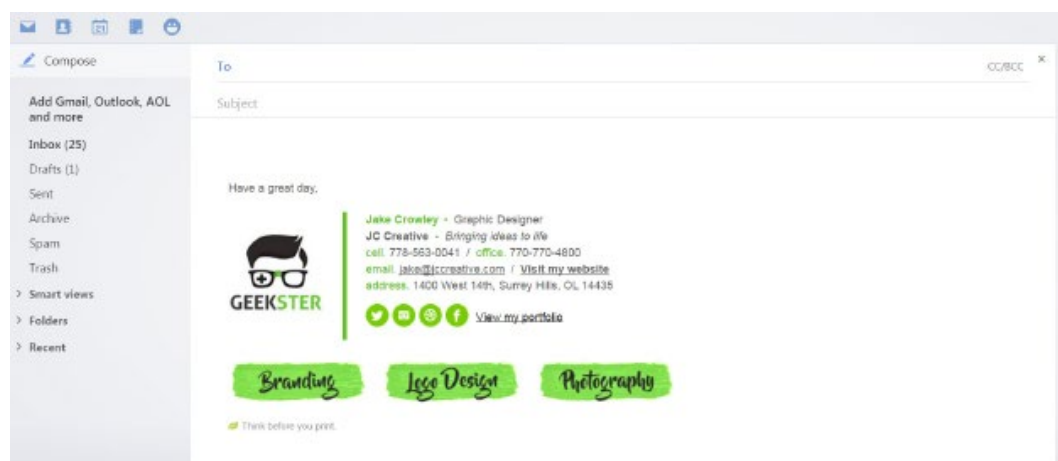
Change back to Yahoo! Mail and scroll down to the signature section in your settings. Tick the **Append a signature to the emails you send** checkbox, then paste your email signature in the window below by pressing **Ctrl + V**.

STEP FIVE

5

Save your changes then compose a new email. You will now see your email signature automatically inserts when composing new emails and replying to others.

All done! Your email signature is now installed within Yahoo Mail!