

# ZOHO MAIL

YOUR EMAIL INSTALLATION GUIDE

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

**1**

## STEP ONE

Open your provided Email Signature HTML file in your web browser.

**2**

## STEP TWO

Now that your email signature is open in your web browser, press **Ctrl + A** to highlight the signature, then press **Ctrl + C** to copy it.

**3**

## STEP THREE

Login to your Zoho Mail account as a general user (not Administrator).

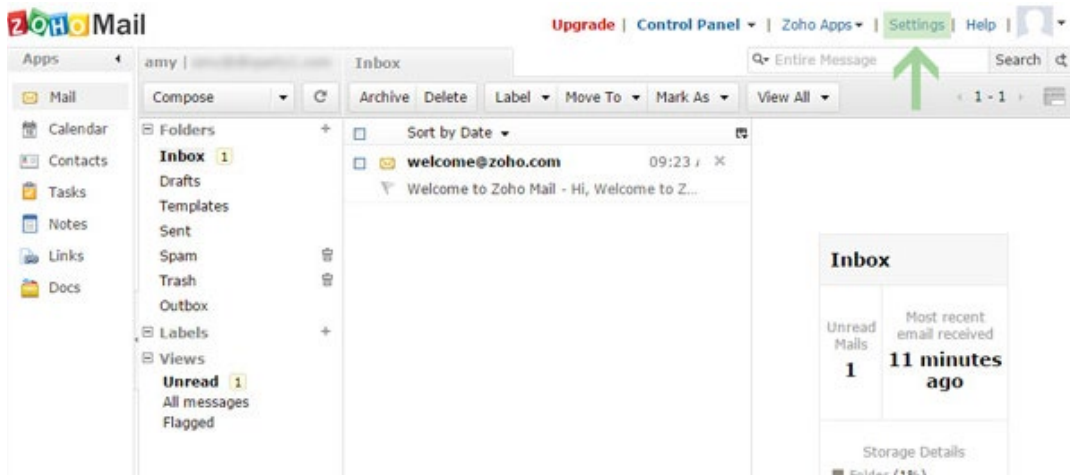


# Installing your email signature in ZOHO MAIL

4

## STEP FOUR

Once logged in, navigate to your **Settings** menu in the top right corner.

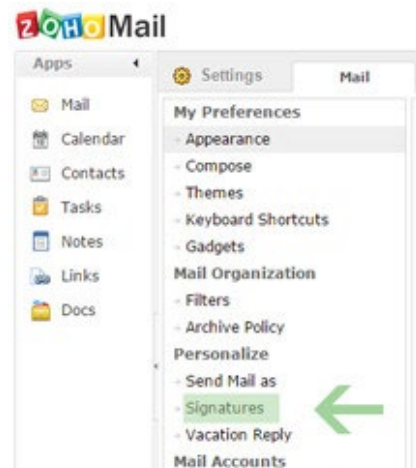


5

## STEP FIVE

When the new window opens, click the **Signatures** option, under the Personalize heading in the menu on the left of the screen.

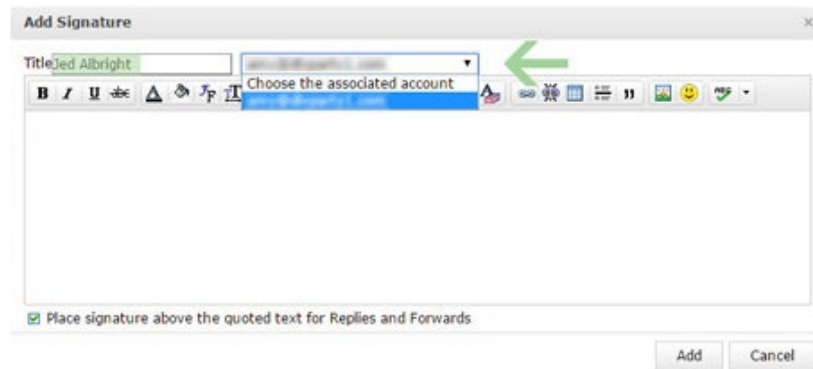
Click the **Add Signature** button once in Signatures.



6

## STEP SIX

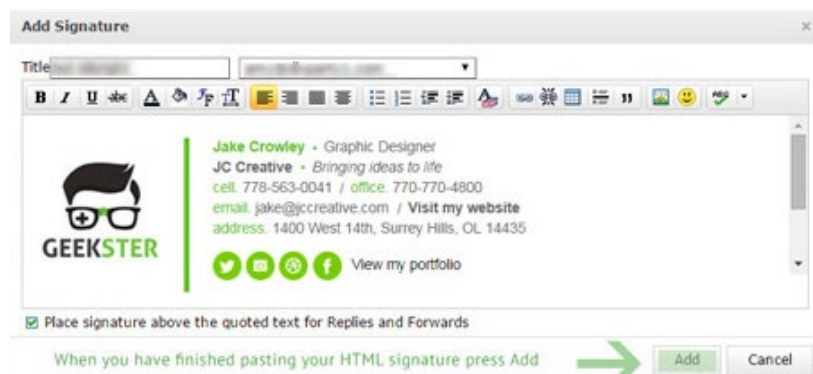
When a new smaller window will appear titled **Add Signature**, give your signature a name and choose the email account you would like to assign the signature to. Click inside the box below and press Ctrl V to paste your copied email signature.



7

## STEP SEVEN

When you have pasted your HTML email signature into the Zoho Mail signature settings box, press **Add** to complete the installation.



**NOTE:** You may receive a prompt from your web browser about a page reload in order for the change in settings to take affect. If you do, press OK.

All done! Your email signature is now installed within Zoho Webmail!

