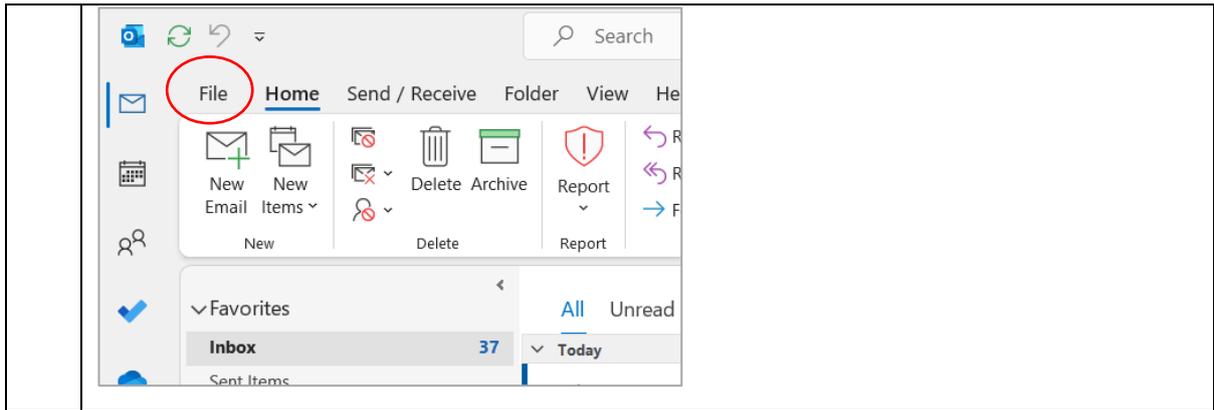
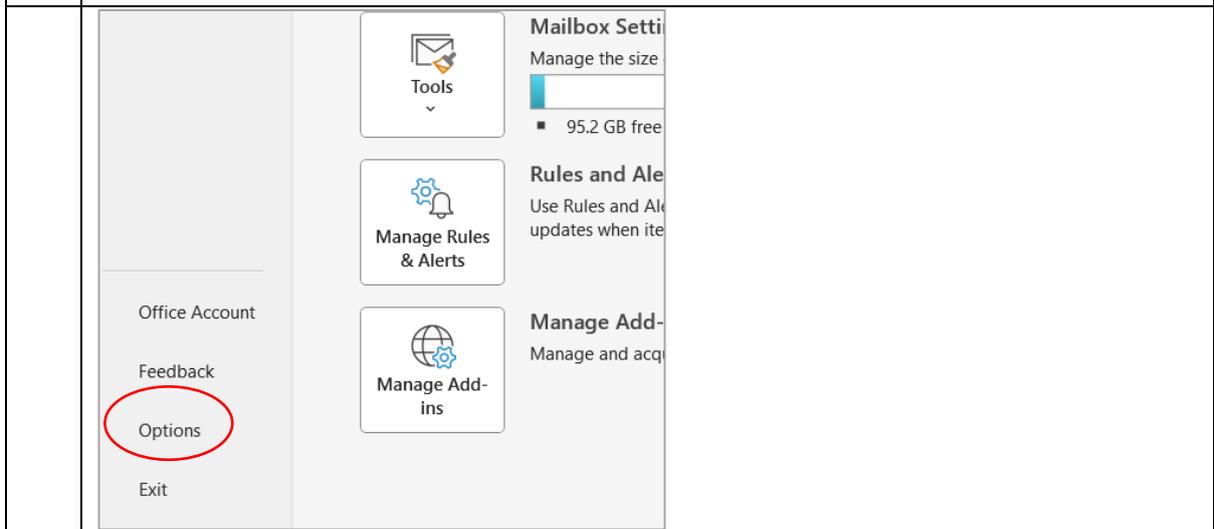


## Changing Email Signatures – Classic Outlook

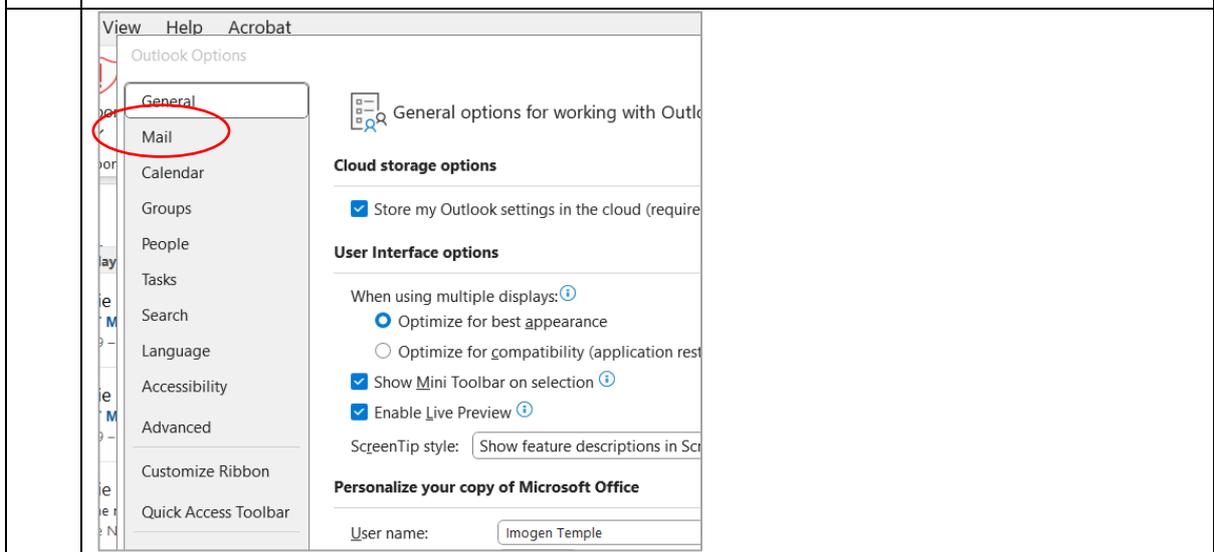
1.	Open the “Email Signatures” link on the New Branding resources webpage
2.	Click the link and the download will begin automatically (zip file). Go to your downloads folder and open the zip file. Inside is a ‘html’ file, open it. It should open in your default internet browser.
3.	Once open, you will see a partially complete signature. On your keyboard press ‘CTRL’ and ‘A’ to select all. Right click to ‘copy’ or press ‘CTRL’ and ‘C’.
4.	In the top left hand corner of the outlook window, select ‘file’



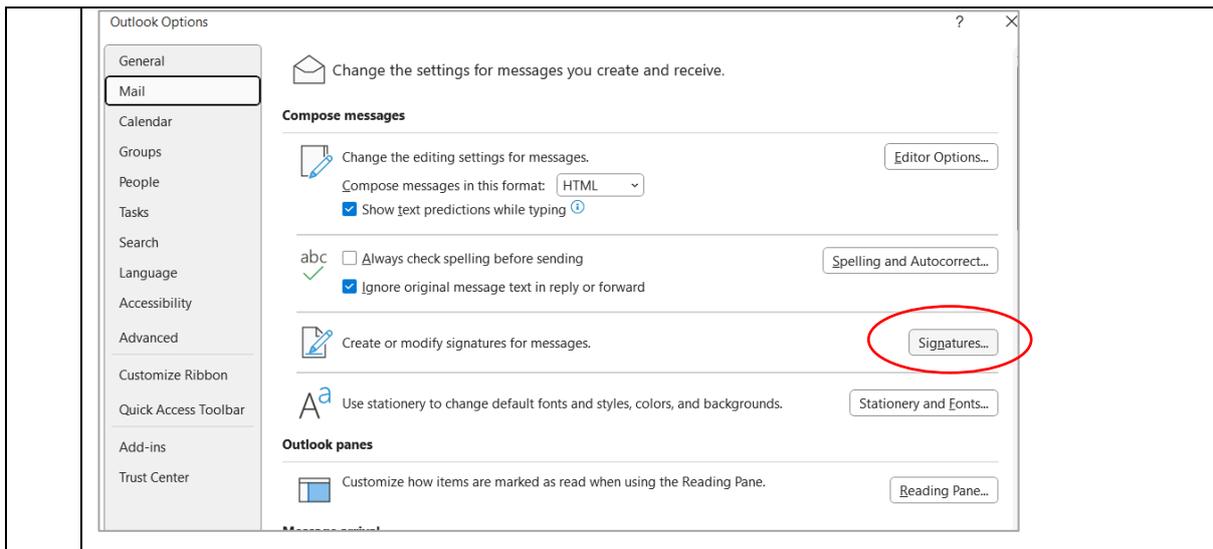
5. In the bottom left click 'Options'



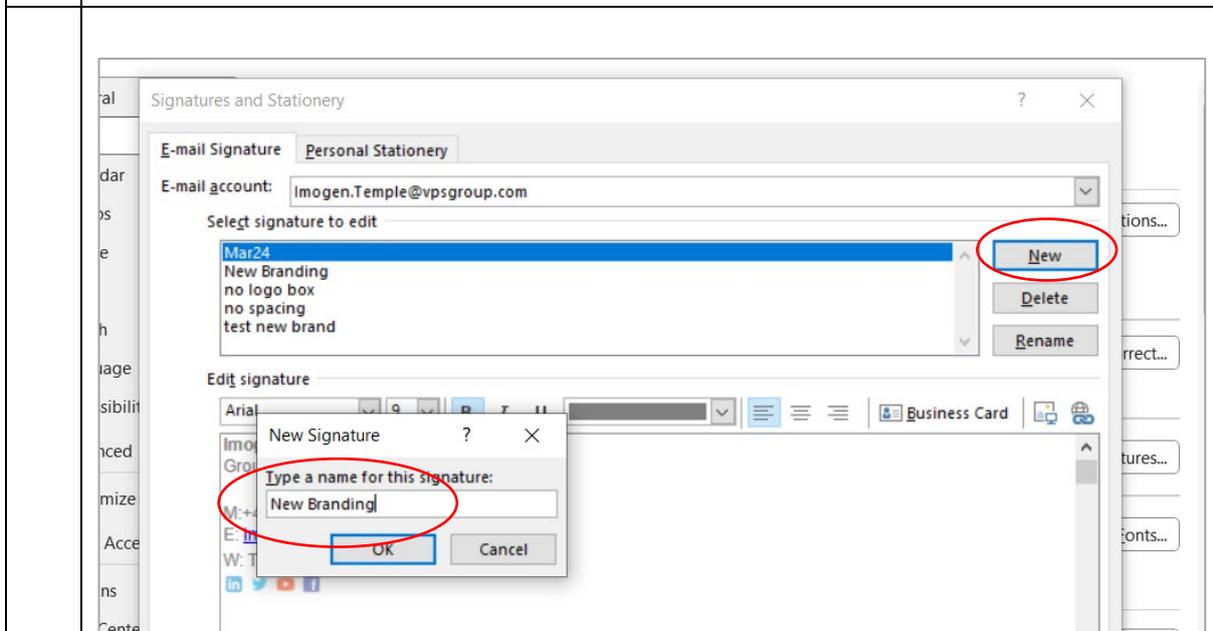
6. The Outlook Options window will appear. Click on 'Mail' on the left hand side options.



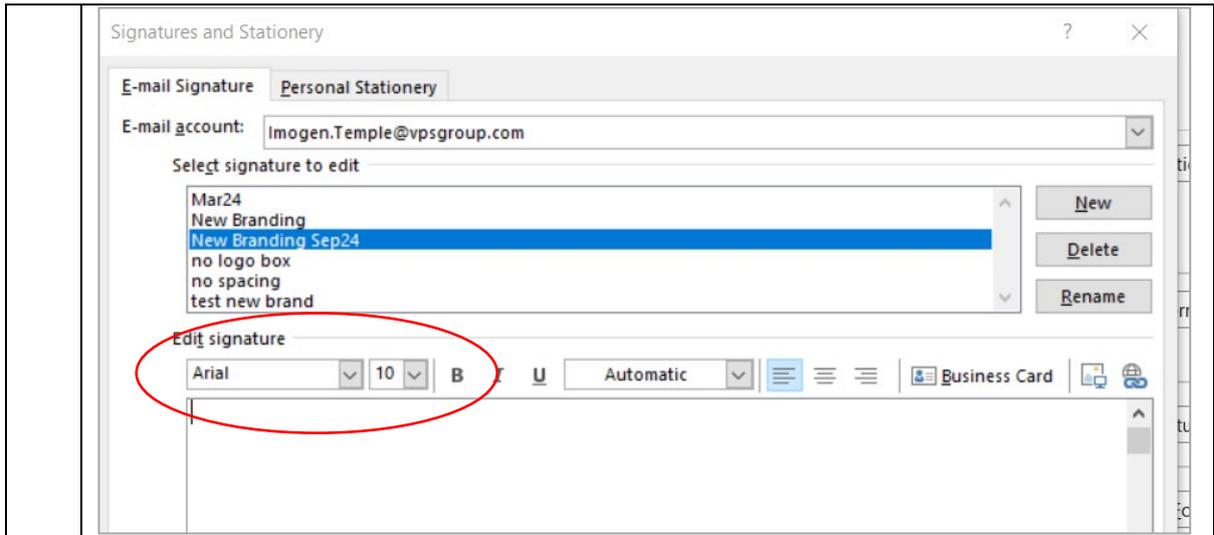
7. Then 'Signatures' on the right in the middle.



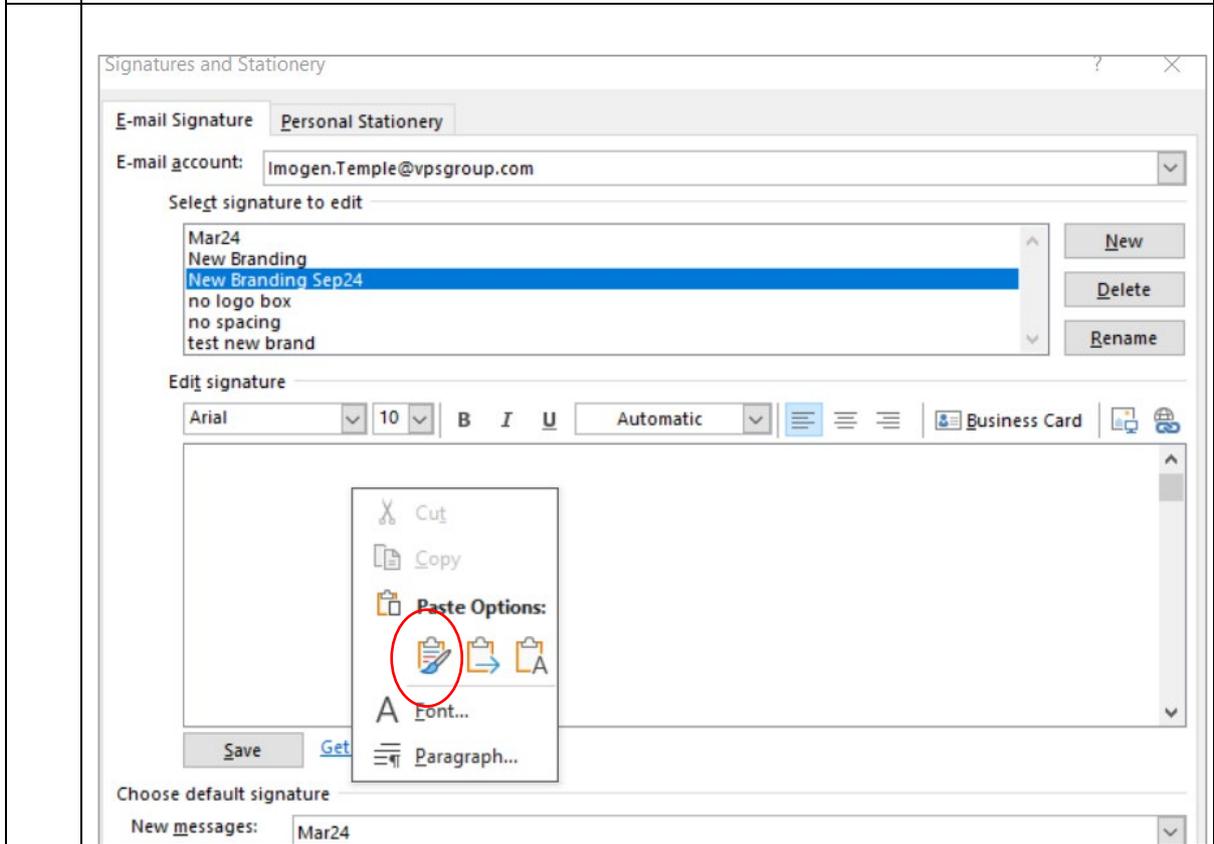
8. In the 'Signatures and Stationery' window that appears, click on 'New' on the right hand side and give your new signature a name.



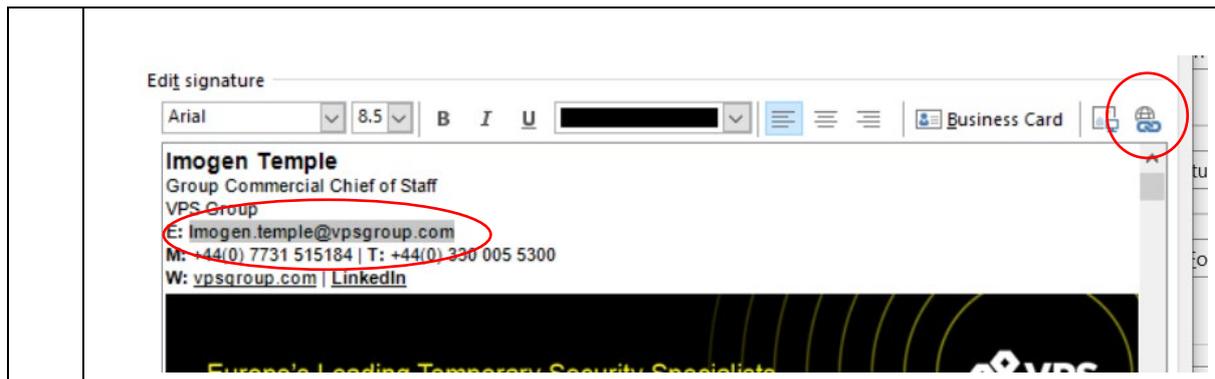
9. A new blank signature box will appear for you to fill in. First change the default font to 'Arial' size 10.



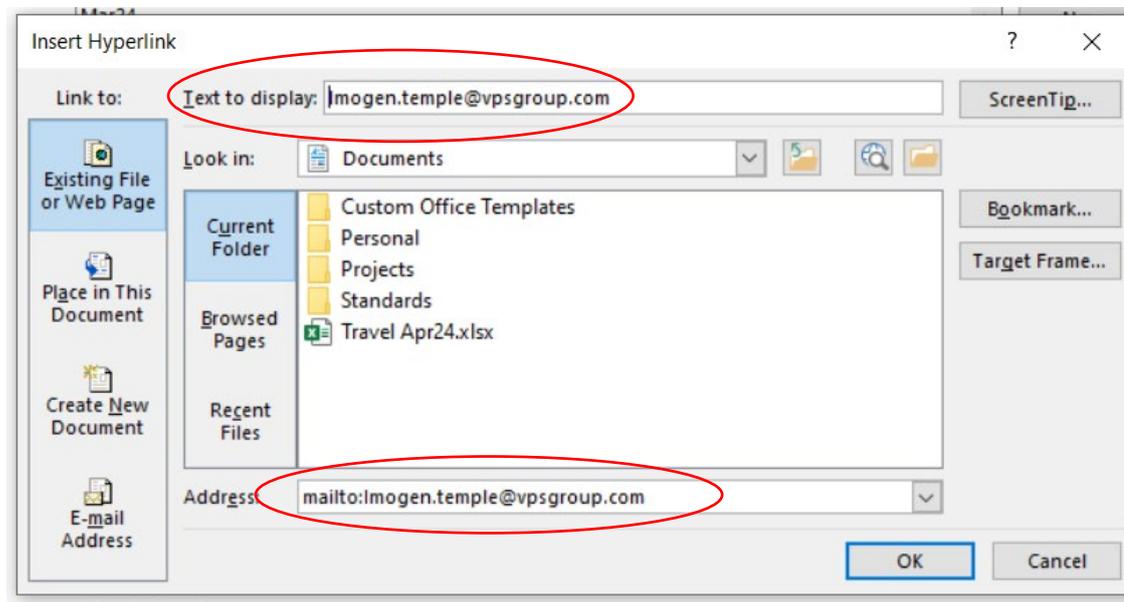
10. Paste the signature copied in step 3 in the box beneath. Right click and press 'Keep Source Formatting'.



11. Update your personal information; name, job title, company, email and contact numbers.
12. Once updated, highlight your email address and click the 'Hyperlink' button



13. This will open a pop up where you can insert your email in the 'display As' box and then insert 'mailto:your email address' in the Web Address box. Press OK.



14. The email address will turn blue to indicate a live hyperlink when correct. Repeat this step for the company website and the LinkedIn page. The web addresses for the site and LinkedIn do not need the 'mailto' prefix – just copy and paste the URL in the 'Address' line.

**Note: these hyperlink options may be pre-set from the file – please check the link to ensure it is correct for you and your business.**

15. Click Save under the email editing box. At the bottom of the window choose your new signature name for 'New messages' and for 'Replies/forwards'. This sets your new signature as the default. Press 'OK' and you are finished.

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[Get signature templates](#)

Choose default signature

New messages:

Replies/forwards:

How your new signature should be built:

Your name	→	<b>Xxxxx Xxxxx</b>
Job Title	→	Marketing Manager
Company	→	VPS UK & Ireland
Email address	→	<b>E:</b> ryan.mounsey@vpsgroup.com
Phone number(s)	→	<b>M:</b> +44(0) 7731 515184   <b>T:</b> +44(0) 330 005 5300
Company website / LinkedIn	→	<b>W:</b> vpsgroup.com   <a href="#">LinkedIn</a>
Banner	→	
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