Changing Email Signatures – Classic Outlook





	Outlook Options		? ×	
	General	Change the settings for messages you create and receive		
	Mail	Change the settings for messages you cleate and receive.		
	Calendar	Compose messages		
	Groups	Change the editing settings for messages.	Editor Options	
	People	Compose messages in this format: HTML ~		
	Tasks	Show text predictions while typing (1)		
	Search	abc Always check spelling before sending	elling and Autocorrect	
	Language	✓ Ignore original message text in reply or forward		
	Accessibility			
	Advanced	Create or modify signatures for messages.	Signatures	
	Customize Ribbon			
	Quick Access Toolbar	Ose stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Lonts	
	Add-ins	Outlook panes		
	Trust Center	Customize how items are marked as read when using the Reading Pane.	Reading Pane	
8.	In the 'Signatu	res and Stationery' window that appears, click on	'New' on the right hand side	
	and give your	new signature a name.		
	<u> </u>	5		
				1
	al Signatures and	Stationery	? ×	
	E-mail Signatu	Personal Stationery		
	dar E-mail accoun	ti Imagan Tanala@unanana ana		
)S Select c	imogen.iempie@vpsgroup.com	tions	
	e Mar2	4	New	
	New	Branding		
	no io no sp	go box Pacing	Delete	
	h test r	iew brand	V <u>R</u> ename	
	lage Edit sig	nature		
	sibilit Arial		Business Card	
	Imo	New Signature ? ×		
	Grou	Type a name for this signature:	tures	
	mize	New Branding		
	Acce E.	Canad	onts	
	W: T	OK Cancer		
	ns 🛄 🖻			
	Cente			
9.	A new blank s	ignature box will appear for you to fill in. First cha	nge the default font to 'Arial'	
	size 10.	- · · ·	-	

Signatures and Stationery	? X
E-mail Signature Personal Stationery	
E-mail account: Imogen.Temple@vpsgroup.com	~
Sele <u>c</u> t signature to edit	ti
Marz4 New Branding	<u>N</u> ew
New Branding Sep24 no logo box	Delete
no spacing test new brand	Rename
Edi <u>t</u> signature	
Arial V 10 B J U Automatic V = = = = Busines	is Card 📑 🛞 🗌
	^ H
	c
10 Paste the signature copied in step 3 in the box beneath Right click and press	s 'Keen Source
Formatting .	
Signatures and Stationery	? X
E-mail Signature Personal Stationen	
E-mail account: Imogen.Temple@vpsgroup.com	~
Sele <u>c</u> t signature to edit	
Mar24 New Branding	^ <u>N</u> ew
New Branding Sep24 no logo box	Delete
no spacing test new brand	✓ <u>R</u> ename
Edit signature	
Arial \vee 10 \vee B I U Automatic \vee \equiv \equiv \equiv Busi	ness Card
X, Cut	
Сору	
Paste Ontions:	
A Font	~
Save Get Decompth	
New messages: New 24	
	~
11. Update your personal information; name, job title, company, email and contac	ct numbers.
12. Once updated, highlight your email address and click the 'Hyperlink' button	

13.	Edi <u>t</u> signatur Arial Imogen Group Con VPS Group E: Imogen. M: 144(0) 7 W: vpsgrou This will open	E E E E E E E E E E E E E E				
	'mailto:your e	mail address' in the Web Address box. Press OK.				
	Mar24					
	Insert Hyperlin	k ? ×				
	Link to:	Iext to display: Imogen.temple@vpsgroup.com ScreenTig				
	Existing File	Look in: Documents V Da Ca Ca				
	Place in This Document	Current Folder Personal Projects Target Frame Browsed Pages Standards				
	Create <u>N</u> ew Document	Recent Files Address mailto:Imogen.temple@vpsgroup.com				
	Address	OK Cancel				
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					
	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 un	der 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.					

notice. Please comonitor communi - please don't pri <u>Save</u> Choose default signat New <u>m</u> essages: Replies/ <u>f</u> orwards:	Intact me if you do not want to receive direct marketing information from us. For information about how we process data and cations please see our Privacy policy and for terms of use please see our Website Terms and Conditions. Help the environment this email unless you really need to!
	OK Cancel
Your name Job Title Company Email address Phone number(s) Company website / Linkedin Banner	
Legal Information Do not amend All new messages must have this included You may remove it for the	Reg. Office: VPS (UK) Limited, Broadgate House, Broadway Business Park, Chadderton, Oldham, OLB 9XA VAT Reg. No. 100196072 Reg. in England No. 4028962 This message is intended solely for the addressee and may contain confidential or privileged information. If you have received this message in error please inform the sender, and immediately and permanentity delete it (Including any attachments). Do not use, copy or disclose the Information contained in this message or in any attachment. If you are providing us with personal data of another individual, you must tell them you are providing this to us and show them a copy of this notice