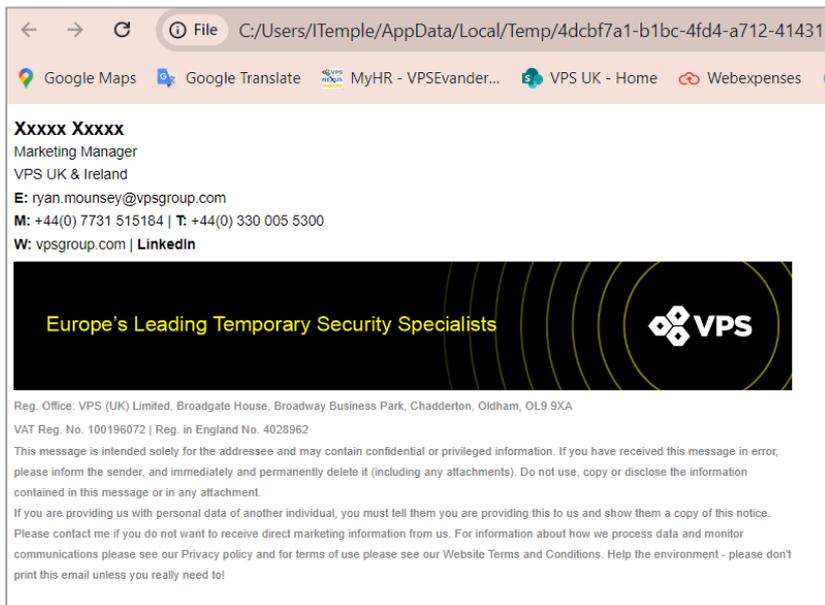


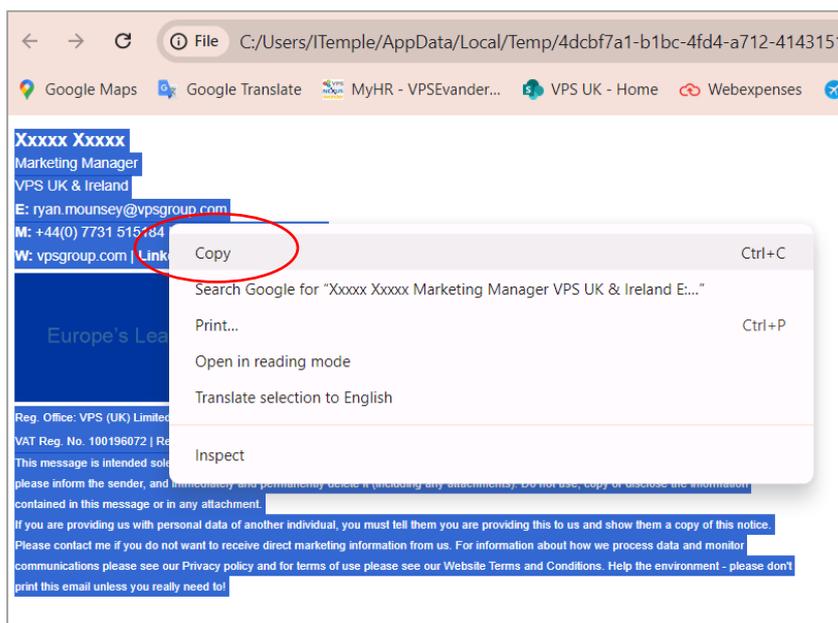
## Changing Email Signatures – New Outlook

**Note:** please ensure you change your font prior to adding your new signature. Guidance can be found in 'How to Guides'. Not doing so may result in Outlook autocorrecting your font in your signature.

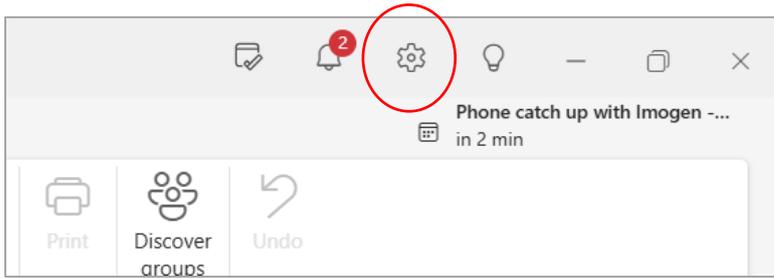
1. Open the “Email Signatures” link on the New Branding resources webpage
2. Click the link and the download will begin automatically (zip file). Go to your downloads folder and open the zip file. Inside is a ‘html’ file, open it. It should open in your default internet browser.



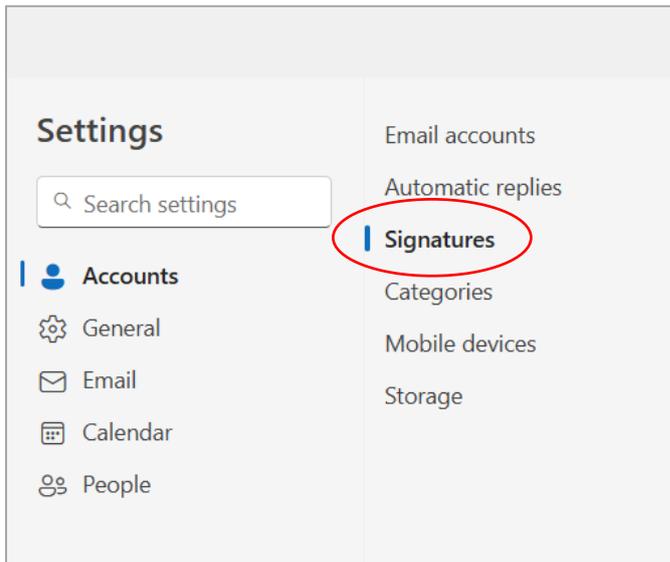
3. Once open, you will see a partially complete signature. On your keyboard press 'CTRL' and 'A' to select all. Right click to 'copy' or press 'CTRL' and 'C'.



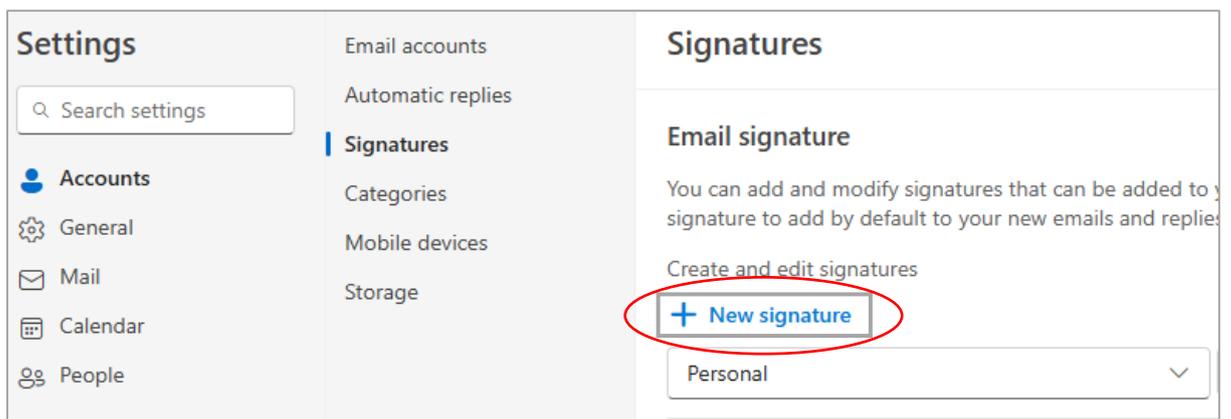
4. Open Outlook and select the settings 'cog' in the top right of the screen.



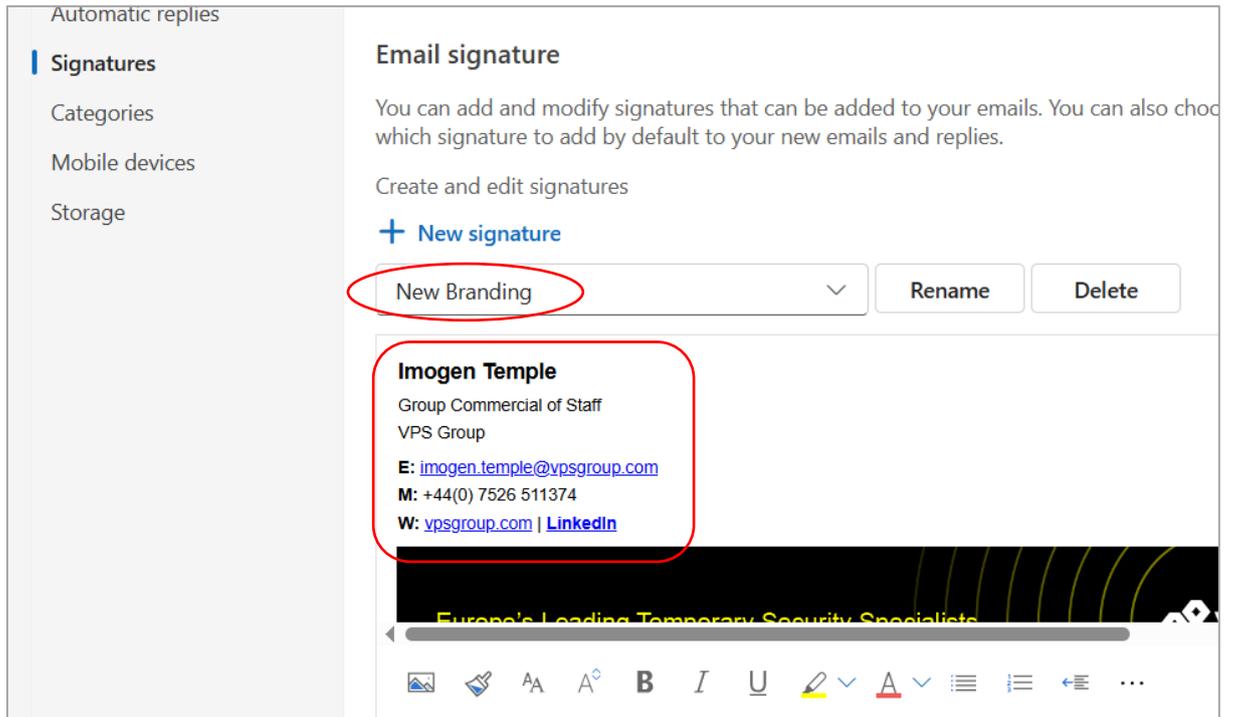
5. Select 'Signatures' when the settings box appears



6. From the right hand side of the window select "New Signature"

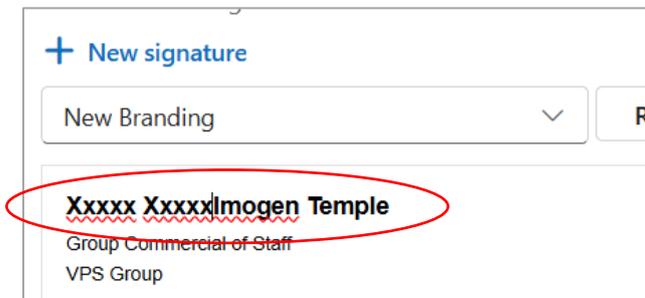


7. Name your signature and then paste the signature copied in step 3 in the box beneath.

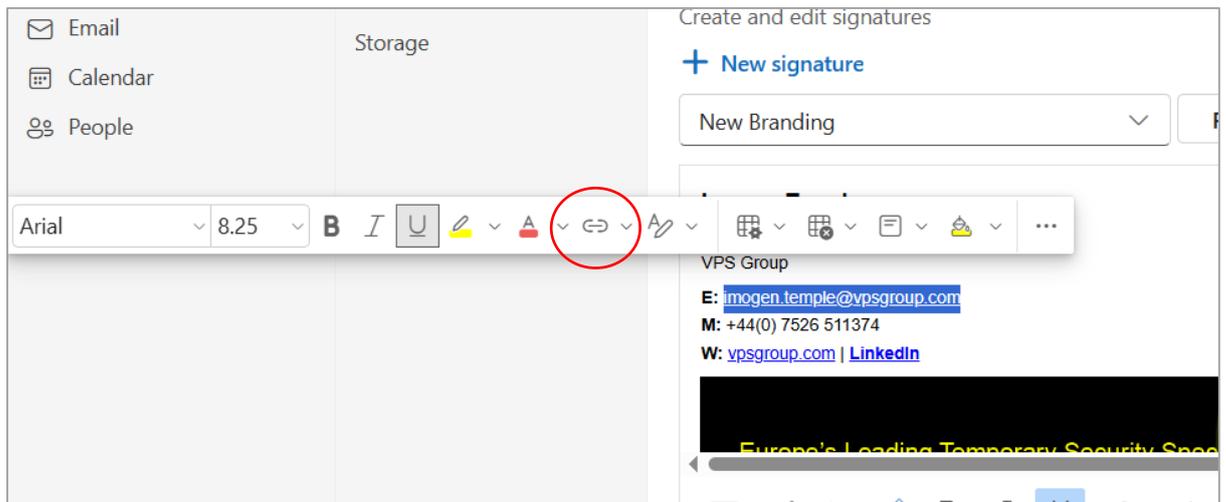


8. Then update your personal information such as; Name, Job Title, Email, and Contact Number. Full guide at the end of this document.

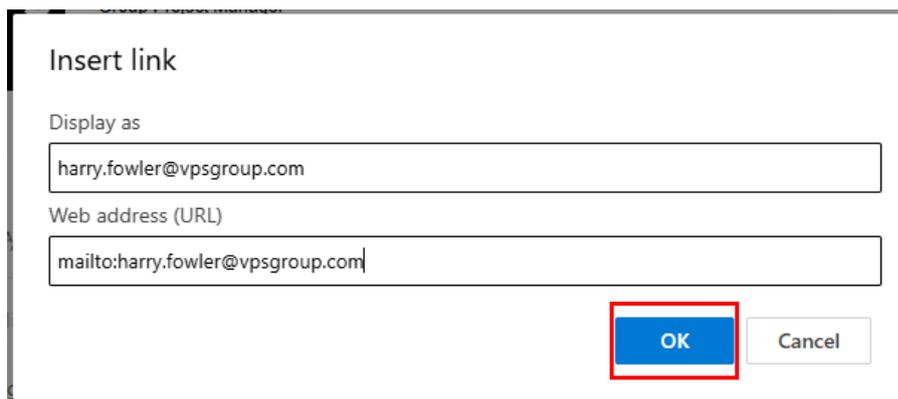
To change your name and maintain the font try adding your name after the 'XXX's and then deleting those after.



9. Highlight your email address once filled in, and the rich text bar will appear. Select the 'hyperlink' icon.



10. This will open a pop up where you can insert your email in the "Display As" box then insert "mailto: your email address" in the Web Address box. Then click "OK"



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.

**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.**

11. Once complete select "Save". Scroll down to the bottom of the window and select the name of your new signature for 'New Messages' and 'For replies/Forwards'. Hit save again to confirm your new signature as your default.

Include a link to my bookings page in my signature

Select default signatures

For New Messages:

For Replies/Forwards:

### How Your Signature Should be Built:

Your name	→	<b>XXXX 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   <b>LinkedIn</b>
Banner	→	
Legal Information	→	<p>Reg. Office: VPS (UK) Limited, Broadgate House, Broadway Business Park, Chadderton, Oldham, OL9 9XA  VAT Reg. No. 100196072   Reg. in England No. 4028962</p> <p>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 permanently delete it (including any attachments). Do not use, copy or disclose the information contained in this message or in any attachment.</p> <p>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.</p> <p>Please contact me if you do not want to receive direct marketing information from us. For information about how we process data and monitor communications please see our Privacy policy and for terms of use please see our Website Terms and Conditions. Help the environment - please don't print this email unless you really need to!</p>

**Do not amend  
All new messages must  
have this included.  
You may remove it for the  
'Replies/Forward' option**