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HOSTING AND EMAIL SERVICES

REF NO:

Email 'Reply' Signature Setup

Please follow these simple steps to allow you to insert your signature when replying to email!

For Microsoft Outlook Users,

1. Go into tools
2. Find 'Options'
3. Select 'Mail Format' tab. There should be 3 sections here:-
(a)Message Format, (b)Stationery, (c)Signatures
4. At Stationery & Fonts section, next to 'use this stationery by default', go to the drop down menu, scroll to find your file e.g. CompanynameFirstnameSecondname
5. Then go to the Signature section, press the Signature button on the bottom right hand side
6. Now on this screen, press the "New" button (to create a new signature)
7. Go to point 1 (see diagram 1 below). - Name this signature whatever you would like to call it e.g. My reply signature etc
8. Go to point 2. - check the ' use this file as a template' box
8. Now press the 'Browse' button
9. Go to the drop down at the top of this window, and Select C: Drive
10. Open Program files
11. Open Common files
12. Open Microsoft shared
13. Open Stationery
14. Scroll to find your file e.g. CompanynameFirstnameSecondname
(a) the htm file (The one with your name on it)
15. Press 'Select', Then Press, 'Next >'
16. Now press 'Finish'

Nearly there,

To use this reply signature, simply hit reply to the email you wish to reply.

17. Now go To 'Insert' at the top menu
18. Now select signature, and scroll across to select your signature name.
19. Simply place your cursor where you want to start your message, type your message and send!

Remember: You will need to do from points 17-19 each time you wish to include your signature in your replymessage.

Diagram 1.

