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HOSTING AND EMAIL SERVICES

REF NO:

Email Signature Setup

Please follow these simple steps to get your email signature up and running!

1. Open My computer
2. Open C Drive
3. Open Program files
4. Open Common files
5. Open Microsoft shared
6. Open Stationery
7. Now - place the following files received in this folder:
(a) the htm file (The one with your name on it), (b) the Logo jpg file, and/or
(c) email header file [if supplied]

NEXT..

For Outlook Express Users,

1. Go into tools
2. Find 'Options'
3. Select 'Compose' tab. There should be 3 sections here:-
(a) Compose Font, (b) Stationery, (c) Business Card
4. At Stationery section, ensure 'Mail' is ticked
5. Press the 'Select Button' [Next to tick]. This will open the Select Stationery window
6. Scroll to find your file e.g. CompanynameFirstnameSecondname
7. Press 'OK', Then press 'Apply', Then Press 'OK'
8. Now create a new email as normal. Your new email signature should appear.

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 press 'Apply', Then Press 'OK'
6. Now create a new email as normal. Your new email signature should appear.