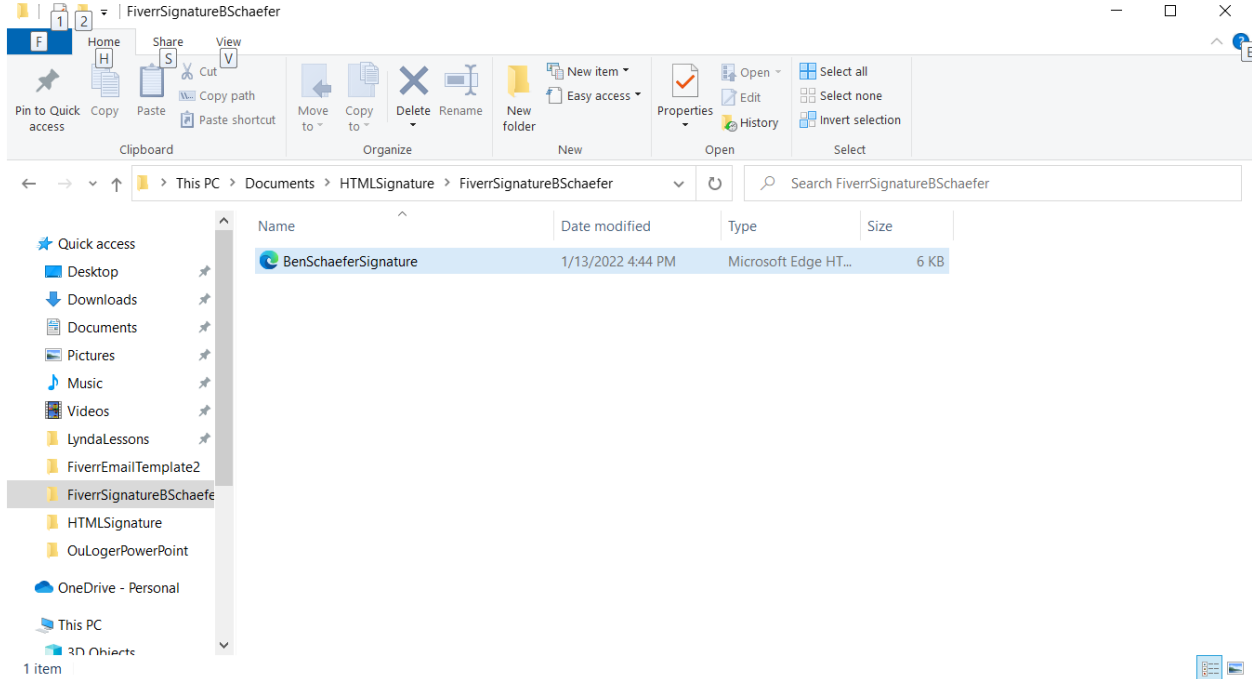


# HTML Email Signature On Outlook

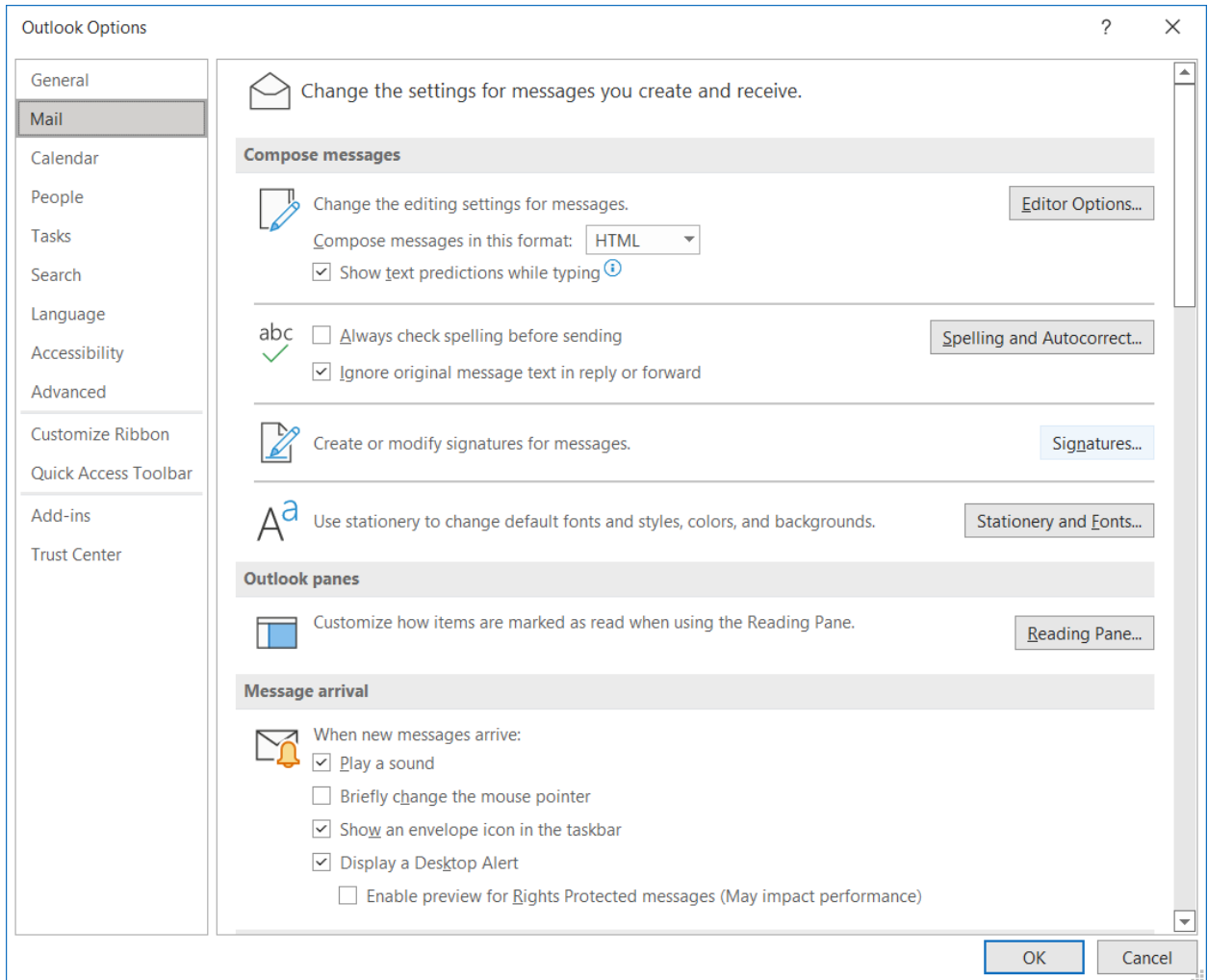
1. Go to the html file of the signature in your computer's documents. Right click on the signature file, go to Open With, then click an internet browser of your choosing.



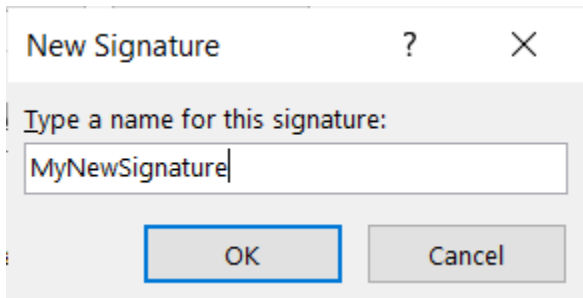
2. When you're on the internet browser that is displaying your signature, push down on Control+A then push down on Control+C. This will copy the HTML email signature.



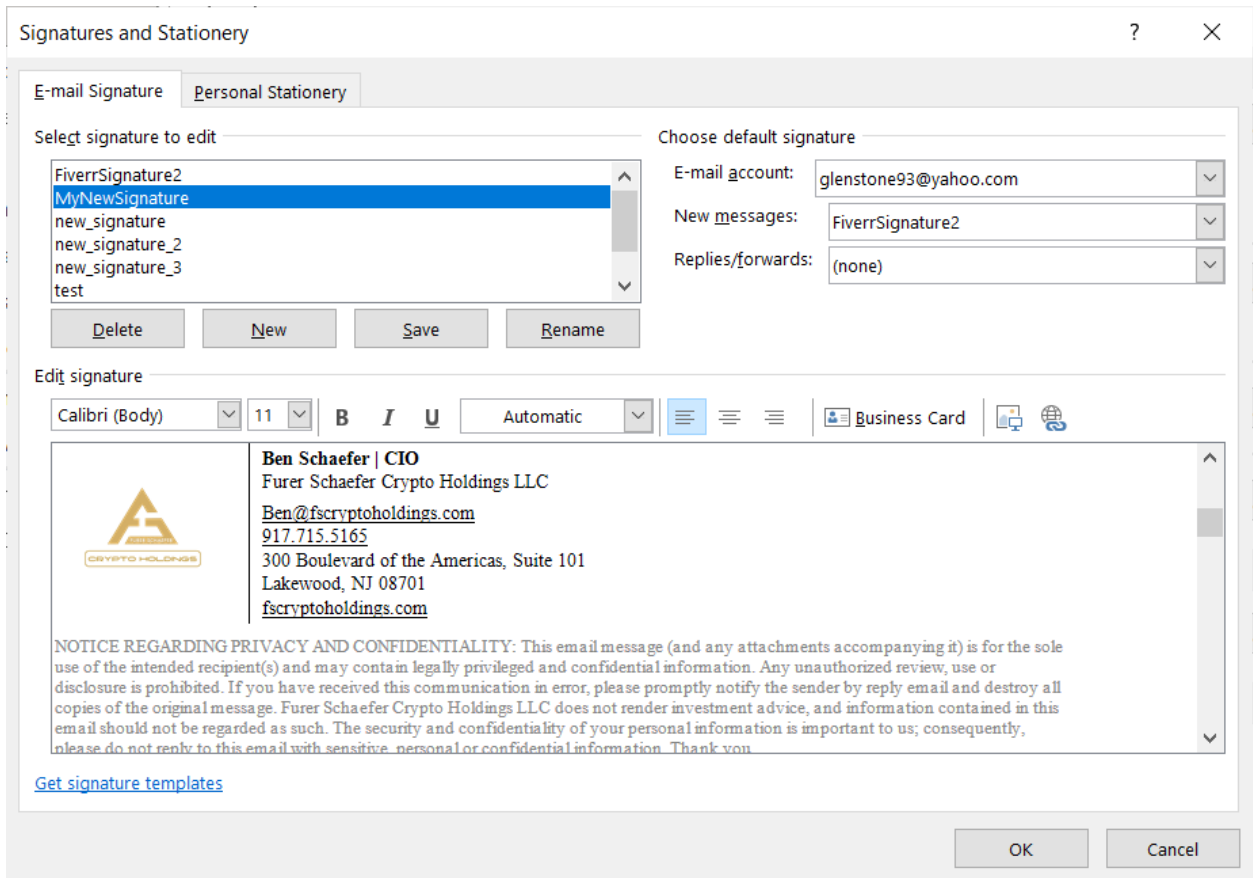
- Open Outlook on your desktop. Click File, then Options. When in the Options Area, click Mail, then Signatures.



- In the new Signatures Window, click new and type in the name of your signature, followed by clicking OK.



- In the empty white text area, push Control+V to paste in the signature you copied earlier.



6. Highlight the text with the underline and push the Underline button once or twice to get rid of the text with the underline.

Signatures and Stationery

? X

E-mail Signature Personal Stationery

Select signature to edit

- FiverrSignature2
- MyNewSignature**
- new\_signature
- new\_signature\_2
- new\_signature\_3
- test


Delete New Save Rename

Choose default signature

E-mail account: glenstone93@yahoo.com  
New messages: FiverrSignature2  
Replies/forwards: (none)

Edit signature

Times New Roman 8.5 B I U Automatic Business Card

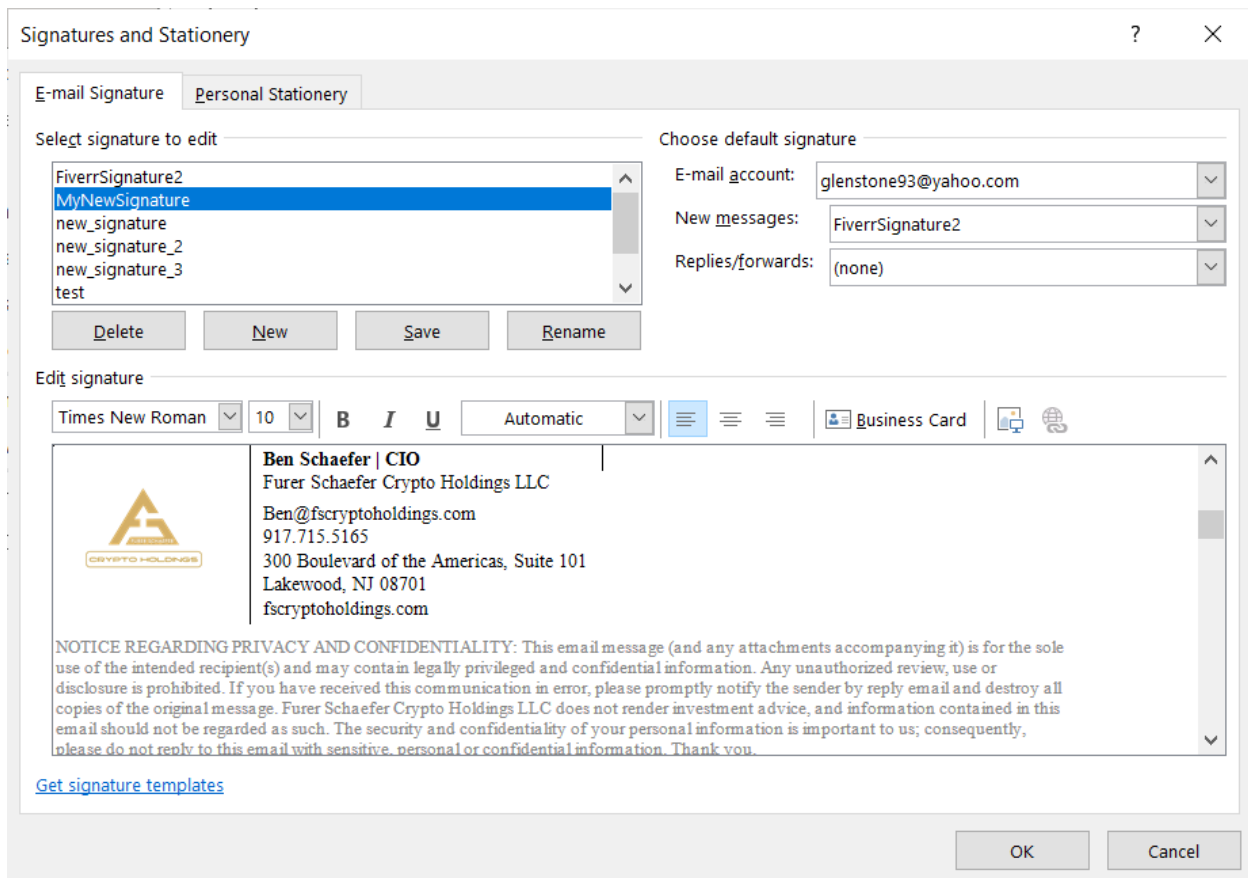


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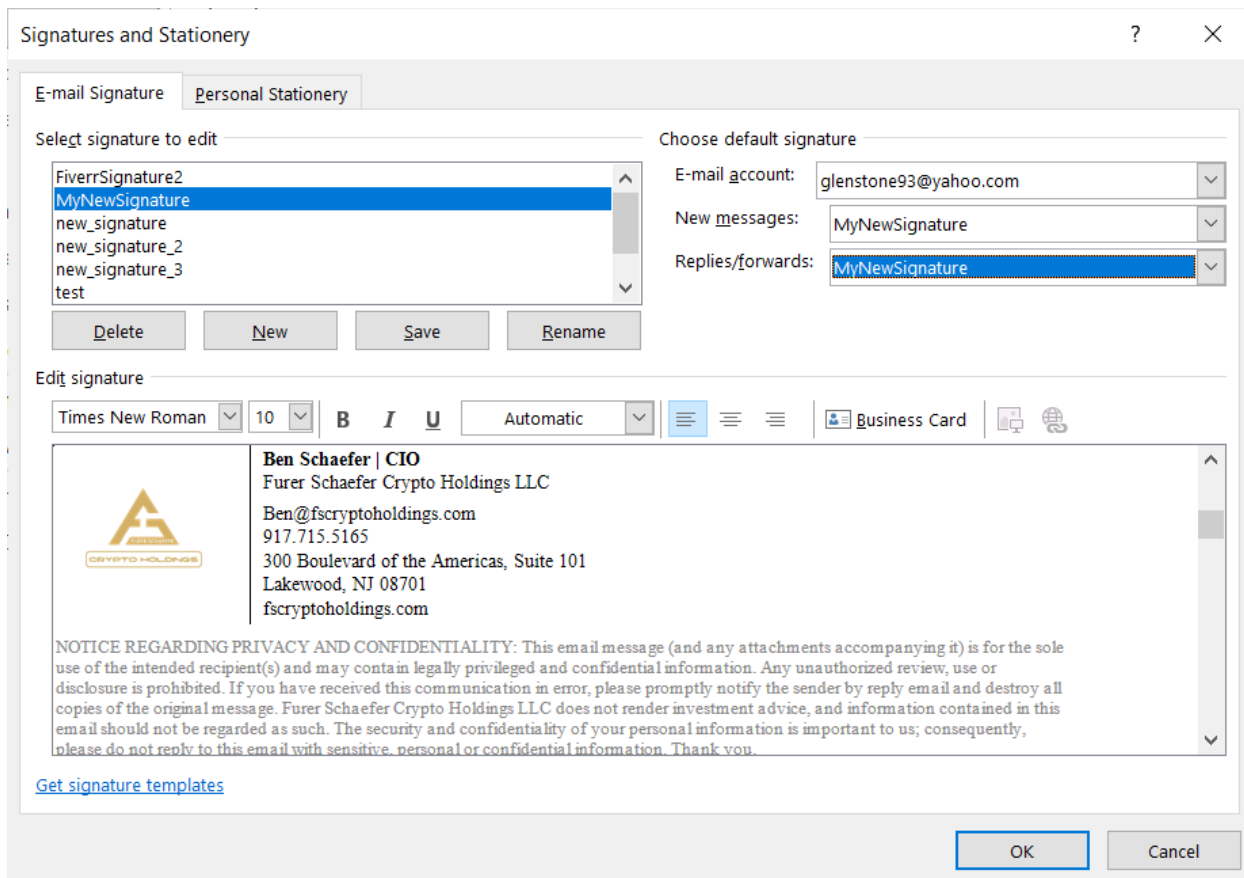
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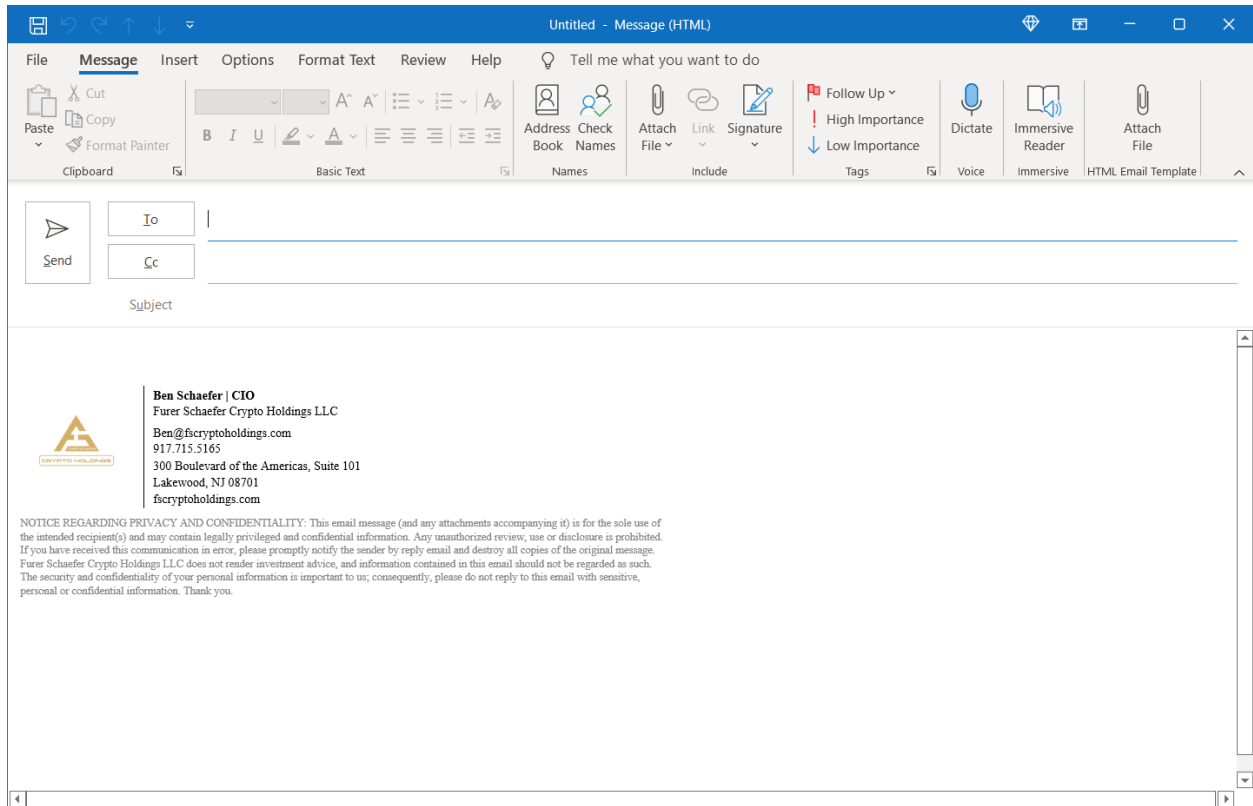
OK Cancel



7. Make sure the E-mail account that is being displayed in the E-mail Account drop down box is correct. Also make sure that the New messages and Replies/forwards drop down boxes have the title of your new signature. When everything is set, push OK.



8. Now when you write an email in Outlook, it will automatically display your signature.



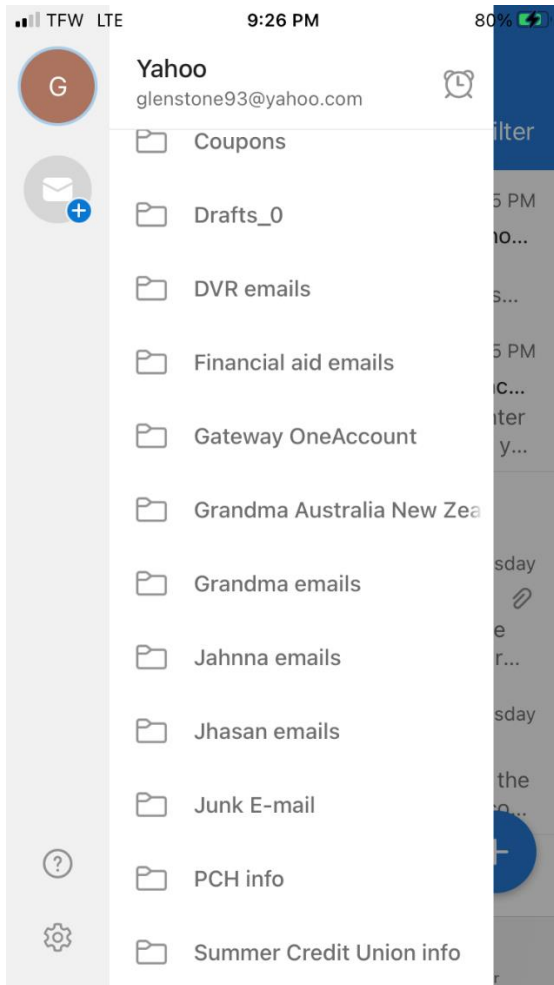
## Adding an Email Signature in Outlook app on Mobile

1. The Most Important thing you need to do in order to add an HTML Signature in your Outlook app on your Mobile is to **send yourself an email with the email signature from your desktop**. Then open the email you just sent yourself and copy the contents of the email signature.



2. In your Outlook app, go to your settings by pressing the little wheel icon.





3. In Settings, scroll down until you get to Signature. Click the right arrow icon. Then in the White Text Area, tap the screen until Paste appears. Push Paste and your HTML Signature should appear. When you then click the left arrow icon, the Outlook app will automatically save the signature. Also, don't worry about the weird table borders you are seeing that doesn't look like the original signature. They won't appear on the signature when you write a message in the Outlook app.

< Signature

Paste

Eg. your name, profession

I Thank Hey

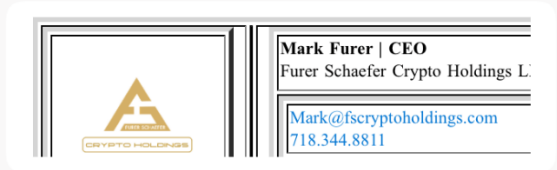
Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

123 😊 🎤 space return

< Signature



I Thank Hey

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

123 😊 🎤 space return

New Message  
glenstone93@yahoo.com



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