

.

.

MICROSOFT

Setting up a Professional Email Signature

Step 1: Configure file system for Windows 10

Open Explorer and Navigate to the 'View' Tab



03 5728 3389

- 🤨 9A Billson Street (PO Box 593), Beechworth VIC 3747
- 🔹 🔹 🔁 contact@wwwart.com.au

www.wwwart.com.au



Domains • Hosting • Office 365 • Design

.

Select Options > Change folder and search options.



In the dialog box, select the View tab



Select **Show hidden files, folders, and drives**. Ensure **Hide extensions for known files** types is unchecked.



03 5728 3389

- 📀 9A Billson Street (PO Box 593), Beechworth VIC 3747
- 🔁 contact@wwwart.com.au

www.wwwart.com.au



.

Configure file system for Windows 7

- 1. Select the Start button, then select Control Panel > Appearance and Personalization.
- 2. Select Folder Options, then select the View tab.
- 3. Under Advanced settings, select Show hidden files, folders, and drives, and then select OK.

Step 2: Adding Signature File

Copy the **'signature.htm'** file that WWW.ART Design Services have supplied you. (Ensure you select the **.htm** files extension, not **.html**).

Navigate to your (C:) Drive in the Explorer navigation.



9A Billson Street (PO Box 593), Beechworth VIC 3747

contact@wwwart.com.au



Tailored Website Solutions

Domains • Hosting • Office 365 • Design

Select Users

Intel	3/2/2016 11:58 AM	File folder	
📜 mfg	1/26/2014 11:41 AM	File folder	
MSOCache	3/29/2016 12:37 PM	File folder	
OneDriveTemp	6/30/2016 4:17 PM	File folder	
PerfLogs	10/30/2015 2:24 AM	File folder	
Program Files	6/20/2016 2:26 PM	File folder	
Program Files (x86)	6/16/2016 8:15 PM	File folder	
ProgramData	5/19/2016 5:23 PM	File folder	
Users	3/2/2016 11:39 AM	File folder	
Windows	6/16/2016 1:46 AM	File folder	
g.png	6/1/2016 11:11 AM	PNG File	314 KB
install.log	3/30/2016 12:12 PM	Text Document	9 KB

Select the name of your System

Default	3/2/2016 11:43 AM	File folder
Default.migrated	3/2/2016 11:41 AM	File folder
Jordan	6/17/2016 9:29 AM	File folder
Puble Date created: 3/2/2016 11:38 AM Size: 5.10 GB	2/2/2016 12:20 DM	folder

Select AppData

6/1/2016 10:19 AM	File folder
5/19/2016 5:59 PM	File folder
6/17/2016 9:29 AM	File folder
3/2/2016 11:38 AM	File folder
6/16/2016 12:53 PM	File folder
7/1/2016 1:22 PM	File folder
6/30/2016 4:37 PM	File folder
	6/1/2016 10:19 AM 5/19/2016 5:59 PM 6/17/2016 9:29 AM 3/2/2016 11:38 AM 6/16/2016 12:53 PM 7/1/2016 1:22 PM 6/30/2016 4:37 PM

Select Roaming

Local	6/30/2016 4:15 PM	File folder
LocalLow	4/18/2016 8:26 AM	File folder
Roaming	6/17/2016 9:29 AM	File folder

© 03 5728 3389 WWW.WWWart.com.au © 9A Billson Stro

• 9A Billson Street (PO Box 593), Beechworth VIC 3747

contact@wwwart.com.au



Domains • Hosting • Office 365 • Design

Select Microsoft

1	LSC	1/5/2015 8:39 PM	File folder
	Macromedia	1/27/2014 2:58 AM	File folder
1	Maxthon3	9/9/2014 11:08 AM	File folder
	Microsoft	4/18/2016 11:45 AM	File folder
	Nitro	5/31/2014 8:48 PM	File folder
	Nitro PDF	6/16/2016 8:14 PM	File folder

Select Signatures

1	Protect	10/25/2014 11:55	File folder
	SharePoint Designer	4/18/2016 3:46 PM	File folder
	Signatures	7/1/2016 1:09 PM	File folder
	Speech	5/25/2014 6:55 PM	File folder

Paste the signature.htm file into this folder.

Step 2: Applying Your Signature

Open Outlook

Navigate to File > Options > Mail > Signatures

Create or modify signatures for messages.	Sig <u>n</u> atures
---	---------------------

Within the signatures panel, you will see the name of the file that was pasted into the Signatures folder.

Select this option and change the default signature settings to suit your needs.





Domains • Hosting • Office 365 • Design

(PLEASE NOTE: Images will not display in this preview, however they will in your emails)

E-mail Signature	Personal Stationery					
Sele <u>c</u> t signature to	edit			Choose default sigr	nature	
santillen			^	E-mail account:	jordan.hudgens@dixielectric.com	\sim
				New messages:	santillan	\sim
				Replies/forwards	santillan	~
Delete	New		Pename			
Delete	New	Save	<u>R</u> ename			

Click **OK** to save your new email signature.

www.wwwart.com.au

O3 5728 3389

9 9A Billson Street (PO Box 593), Beechworth VIC 3747

😑 contact@wwwart.com.au