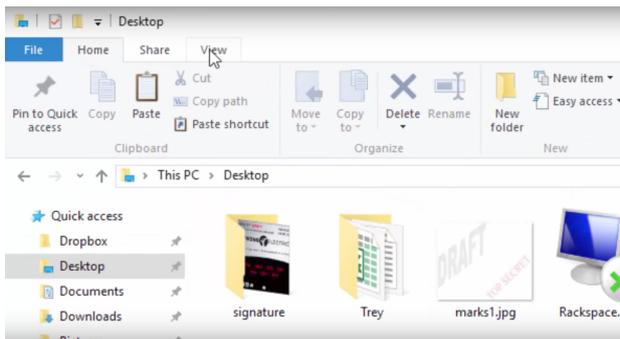


MICROSOFT

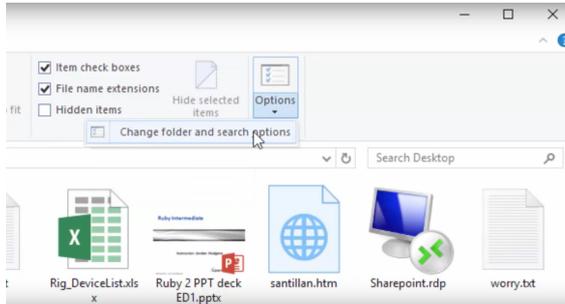
Setting up a Professional Email Signature

Step 1: Configure file system for Windows 10

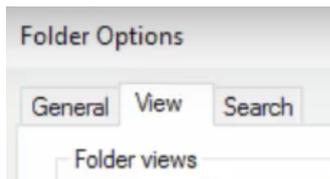
Open **Explorer** and Navigate to the **'View'** Tab



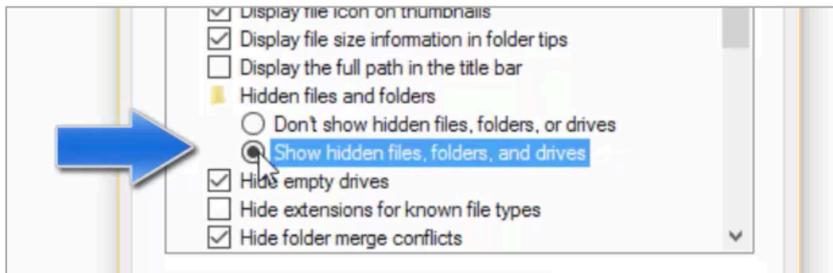
Select **Options > Change folder and search options.**



In the dialog box, select the **View** tab



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



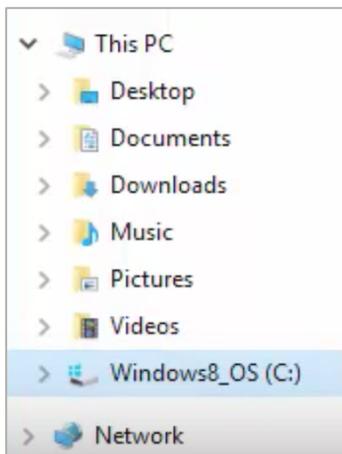
Configure file system for Windows 7

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.



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	
<input type="checkbox"/> 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	
<input type="checkbox"/> Jordan	6/17/2016 9:29 AM	File folder	
Public	3/2/2016 12:20 PM	File folder	

Date created: 3/2/2016 11:38 AM
Size: 5.10 GB

Select AppData

.dnx	6/1/2016 10:19 AM	File folder	
.oracle_jre_usage	5/19/2016 5:59 PM	File folder	
.vscode	6/17/2016 9:29 AM	File folder	
<input type="checkbox"/> AppData	3/2/2016 11:38 AM	File folder	
Contacts	6/16/2016 12:53 PM	File folder	
Desktop	7/1/2016 1:22 PM	File folder	
Documents	6/30/2016 4:37 PM	File folder	

Select Roaming

Local	6/30/2016 4:15 PM	File folder	
LocalLow	4/18/2016 8:26 AM	File folder	
<input type="checkbox"/> Roaming	6/17/2016 9:29 AM	File folder	

Select **Microsoft**

	LSC	1/5/2015 8:39 PM	File folder
	Macromedia	1/27/2014 2:58 AM	File folder
	Maxthon3	9/9/2014 11:08 AM	File folder
<input type="checkbox"/> 	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**

	Protect	10/25/2014 11:55 ...	File folder
	SharePoint Designer	4/18/2016 3:46 PM	File folder
<input type="checkbox"/> 	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**

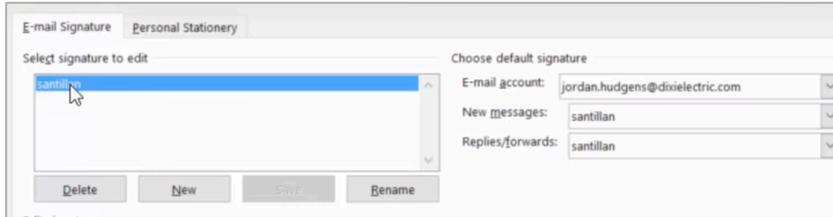
Navigate to **File > Options > Mail > Signatures**



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.

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



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