PATHFIND MEDIA.com
CREATIVE WEB MARKETING

How to install your **Email Signature**

Download your Email Signature.

Installing on Outlook

1. Double-click to open your email signature. This will open in your default internet browser (Chrome, Safari, Firefox etc)
2. Click *CTRL-A* to copy all the content. Do not drag and drop, you might miss important content.
3. In Outlook, go to **File > Options > Mail** and click on **"Signatures"**.
4. Click "New" to create a new placeholder signature.
5. Give the new signature a name you can remember.
6. Set to use your new Signature for both New Messages and Replies/Forwards.
7. Paste the signature you copied in Step 2 into the signature box.
8. Hit "OK" to save and "OK" again to close the Outlook Options window.
9. Test the signature.

For other options - visit this guide.

Here is a video to see how it works:

https://www.youtube.com/watch?v=PLKDn2giCWw