

# How to install your HTML email signature to Outlook Web App (OWA)

## 1 Step One

Download and open the 'mc-sig.htm' file in your browser, press CTRL + A to select the signature, then press CTRL + C to copy the signature.



IMPORTANT: Do not use your mouse to select the area, only use Ctrl + A to insure all elements are selected.

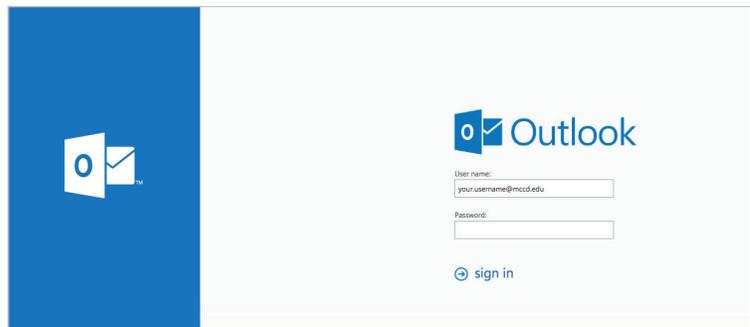
Download Location:

<http://www.mccd.edu/brand/downloads/mc-sig.htm>

## 2 Step Two

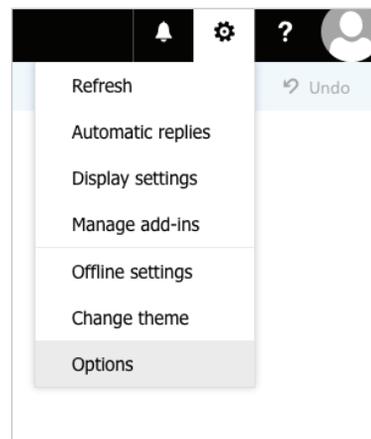
Access your Web Mail at:  
<http://webmail.mccd.edu>

Sign in with your mccd username and password.



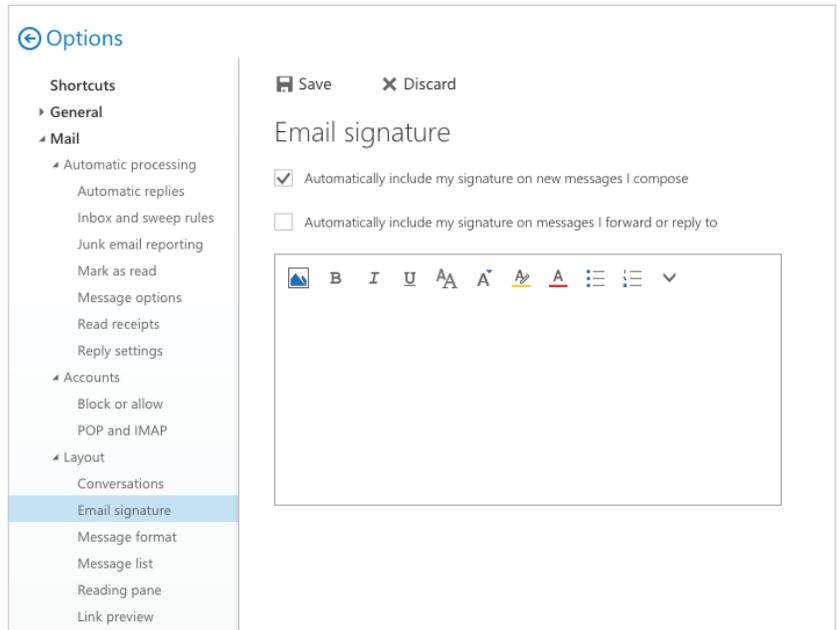
## 3 Step Three

Hover over the settings icon and select the 'Options' menu.



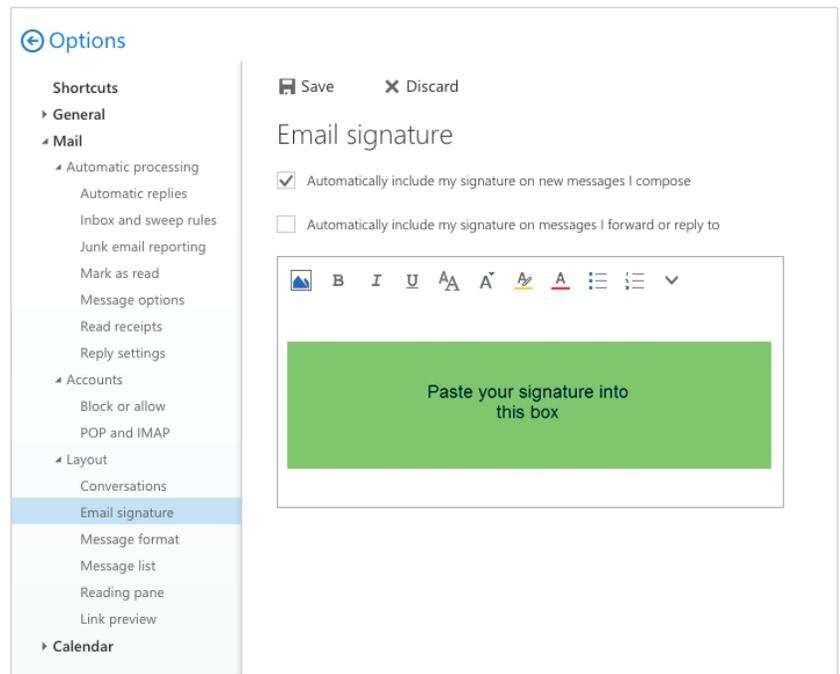
## 4 Step Four

Select Email signature from within the Sub-Menu 'Layout' in Mail Options.



## 5 Step Five

Paste your signature using CTRL + V into the text area box as shown in the right.



**NOTE:** If the email signature preview in the settings area is not rendering correctly, do not worry, this is expected and is due to the way the signature preview renders HTML signatures. Simply send yourself a test email to verify that it displays correctly.

## 7 Step Seven

Please Update  
"Your Name" and  
"Your position info here"  
placeholders with your  
information.



**Your Name**  
*Your position info here*  
3600 M Street, Merced CA 95348  
(209) 384-6100 | [www.mccd.edu](http://www.mccd.edu)

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**IMPORTANT:** Please do not press the enter key when updating your information. Place your mouse over the edits you want made to prevent styling issues.

## 8 Step Eight

Click 'Save' to accept  
your changes.