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



# 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



#### Step Two

Access your Web Mail at: https://webmail.mccd.edu

Sign in with your mccd username and password.



3

#### **Step Three**

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

|              | <b></b>           | ø | ? |      |
|--------------|-------------------|---|---|------|
| Refresh      |                   |   | 9 | Undo |
| Automa       | Automatic replies |   |   |      |
| Display      | Display settings  |   |   |      |
| Manage       | Manage add-ins    |   |   |      |
| Offline      | Offline settings  |   |   |      |
| Change theme |                   |   |   |      |
| Options      | Options           |   |   |      |
|              |                   |   |   |      |

### 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.

#### Options Shortcuts Save × Discard ▶ General Email signature ⊿ Mail ✓ Automatic processing ✓ Automatically include my signature on new messages I compose Automatic replies Inbox and sweep rules Automatically include my signature on messages I forward or reply to Junk email reporting Mark as read 🔊 B I U 🗛 A 🚣 🚊 🗸 Message options Read receipts Reply settings ∡ Accounts Paste your signature into Block or allow this box POP and IMAP ▲ Layout Conversations Email signature Message format Message list Reading pane Link preview ▶ Calendar

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.

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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

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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.

## Step Eight

Click 'Save' to accept your changes.