

How to install your HTML email signature to Outlook 2016 (windows)

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.

Download Location:

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



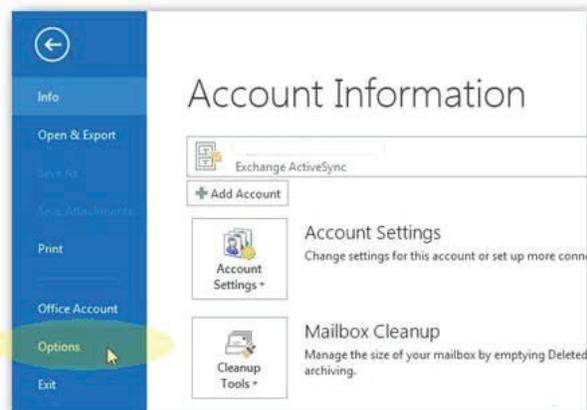
IMPORTANT: Do not use your mouse to select the area, only use Ctrl + A to insure all elements are selected.

2 Step Two

Open Microsoft Outlook 2016.

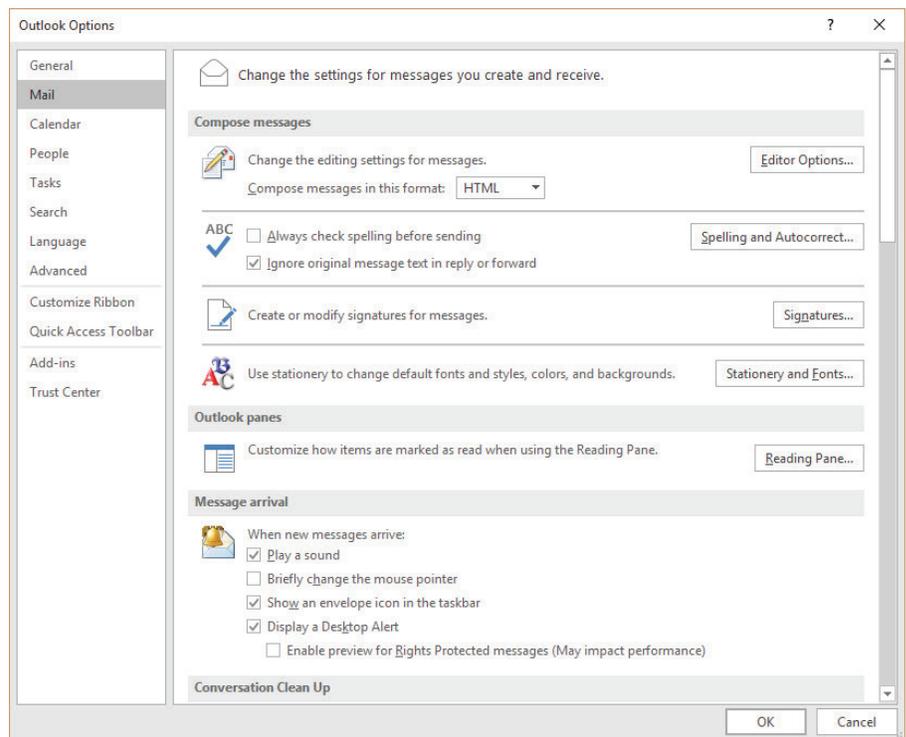
3 Step Three

Once Outlook 2016 is open, click the File tab in the Outlook 2016 menu, then select Options.



4 Step Four

Select Mail on the left hand side and click on the "Signatures..." button.

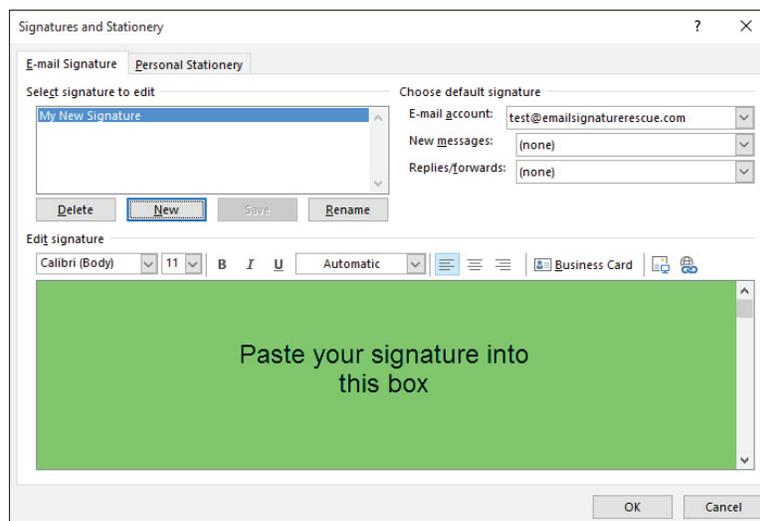


5 Step Five

Click on "New" and type a name for your email signature, press OK.

6 Step Six

Paste your signature using CTRL + V into the text area.



NOTE: If the email signature preview in the settings area is cutting off your email signature, 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

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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.

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Step Eight

Click 'OK' to accept
your changes.