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



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.



The Contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.

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

Open Microsoft Outlook 2016.



Step Three

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



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Step Four

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

General Change the settings for messages you create and receive. Mail Calendar People Change the editing settings for messages. Editor Options Compose messages in this format: HTML Caserch Language Advanced Customize Ribbon Quick Access Toolbar Create or modify signatures for messages. Signatures Outlook panes Customize how items are marked as read when using the Reading Pane Reading Pane Message arrival When new messages arrive: 	Outlook Options		? >
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Message arrival			
When new messages arrive:	Me	ssage arrival	
		When new messages arrive:	
Play a sound		✓ Play a sound	
Briefly change the mouse pointer		Briefly change the mouse pointer	
✓ Show an envelope icon in the taskbar		✓ Show an envelope icon in the taskbar	
✓ Display a Des <u>k</u> top Alert		✓ Display a Desktop Alert	
Enable preview for <u>Rights</u> Protected messages (May impact performance)		Enable preview for <u>Rights</u> Protected messages (May impact performance)	
Conversation Clean Up	Co	nversation Clean Up	
OK Cancel			OK Cancel

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Step Five

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



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.



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 'OK' to accept your changes.