

HOW TO UPDATE EMAIL SIGNATURE FOR OUTLOOK

We are standardizing our email signature in order to maintain brand consistency. Email signatures are one of the key ways we communicate and represent Convoy to the world. The social media icons are hyperlinked and take viewers to Convoy's social media websites, so please leave those in the signature.

Outlook Windows Operating System (Non-Web Version / Laptop Users)

1. Please make sure email backgrounds are set to white. No other email background colours or textures.
2. Update your personal information in the Word Doc that contains the 50th email footer.
Make sure all the information is included. Do not add other information than what is included in the email signature template. Please **DO NOT CHANGE THE TEXT FORMATTING OR COLOURS.**
3. If you would like to add other text related to product or branch information, please add that text information below the signature. Please observe the character limit and text style.
4. **Select** and **Copy** your signature including the chosen banner file.
5. Go to Outlook and create a new email message
6. In the Message window, select the icon with the paper and blue pen.  It appears under "Tell me what you want to do".



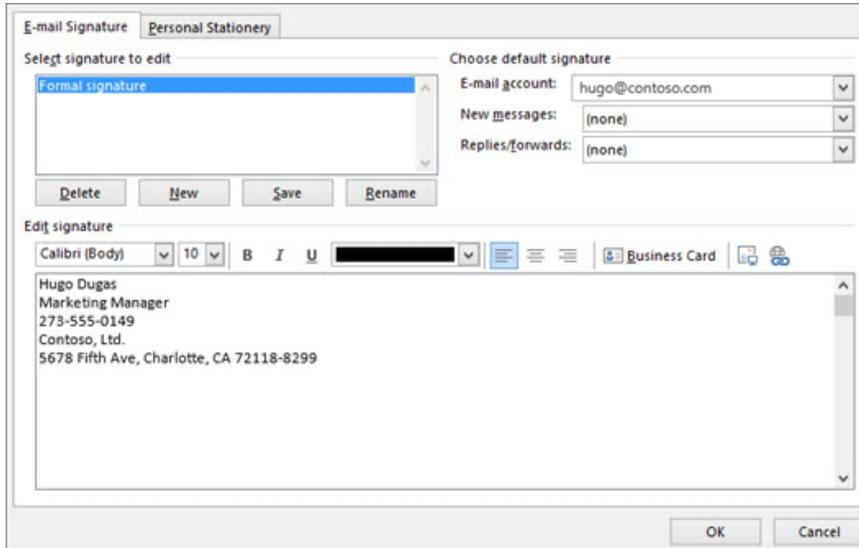
7. After selecting the icon, click on **Signatures**.
8. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
9. Under **Edit signature**, **Paste** the signature you copied from the Word document.

If the banner image does not paste:

- a. Select the Image icon , locate your image file, and select **Insert**.
 - b. The image should load correctly sized however if it does not, right-click the image, then choose **Picture**. Select the **Size** tab and use the options to resize your image. To keep the image proportions, make sure to keep the **Lock aspect ratio** checkbox checked.
 - c. When you're done, select **OK**, then select **OK** again to save the changes to your signature.
 - d. Click on the image to select it. Click the **Link Icon** in the menu bar above.  A window will open where you can paste the Web address URL. Click **OK** to save the URL and make the image a weblink.
 - e. Click **Save**.
10. Under **Choose default signature**, set the following options for your signature:

In the E-mail account drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

To add your signature to all new messages by default, in the **New messages** drop-down box, select one of your signatures.



If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).

11. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically.

John Doe

Account Manager

Convoy Supply, Surrey, BC

P 604 666 777 | **C** 604 666 777 | **F** 604 666 7777

convoy-supply.com



Outlook Windows Operating System (Outlook on the Web)

1. Please make sure email backgrounds are set to white. No other email background colours or textures.
2. Update your personal information in the Word Doc that contains the 50th email footer.
3. Update your personal information in the Word Doc. Make sure all the information is included. Do not add other information than what is included in the email signature template. Please **DO NOT CHANGE THE TEXT FORMATTING OR COLOURS.**
4. If you would like to add other text related to product or branch information, please add that text information below the signature. Please observe the character limit and text style.
5. **Select** and **Copy** your signature including the chosen banner file.
6. Go to **Outlook on the Web.**
7. Go to **Settings > View all Outlook settings > Compose and reply.**

Under **Email signature**, **Paste** the signature. If the banner image does not paste:

- a. Select the Image icon , locate your image file, and select **Insert**.
- b. The image should load correctly sized however if it does not, right-click the image, then choose **Picture**. Select the **Size** tab and use the options to resize your image. To keep the image proportions, make sure to keep the **Lock aspect ratio** checkbox checked.
- c. When you're done, select **OK**, then select **OK** again to save the changes to your signature.
- d. Click on the image to select it. Click the **Link Icon** in the menu bar above . A window will open where you can paste the Web address URL. Click **OK** to save the URL and make the image a weblink.
- e. Click **Save**.

Select the **Automatically include my signature on new messages I compose** check box. If you want your signature to appear on message that you forward or reply to, select the **Automatically include my signature on message I forward or reply to** check box.

8. Select **Save** when you're done. **Below is what your signature should look like.**

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Account Manager

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