

## Steps to add downloaded HTML signature to Outlook

- 1. Open Outlook
- 2. From File Menu in top left corner



3. Select Options



4. Outlook Options popup will open, in that select Mails







## 5. Then ctrl + Click on Signature button



- A Folder will open automatically with path similar to -C:\Users\your\_employee\_id\AppData\Roaming\Microsoft\Signatures
- 7. Copy and paste the downloaded signature.htm file in this folder

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8. Go back to popup and **click** on **Signature** button, Signature and Stationary popup will open

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- 9. Select signature in Select signature to edit box
- 10. Select signature in New message box
- 11. Select signature in Replies/Forwards box
- 12. Then click on **Ok**
- 13. Click on New Mail and check if you see new signature in the mail body