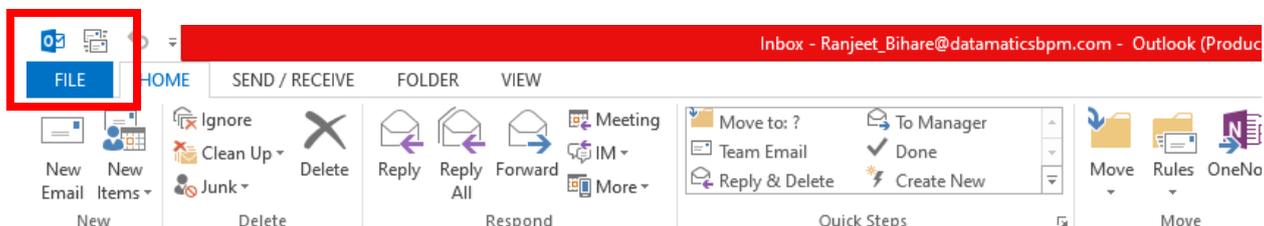
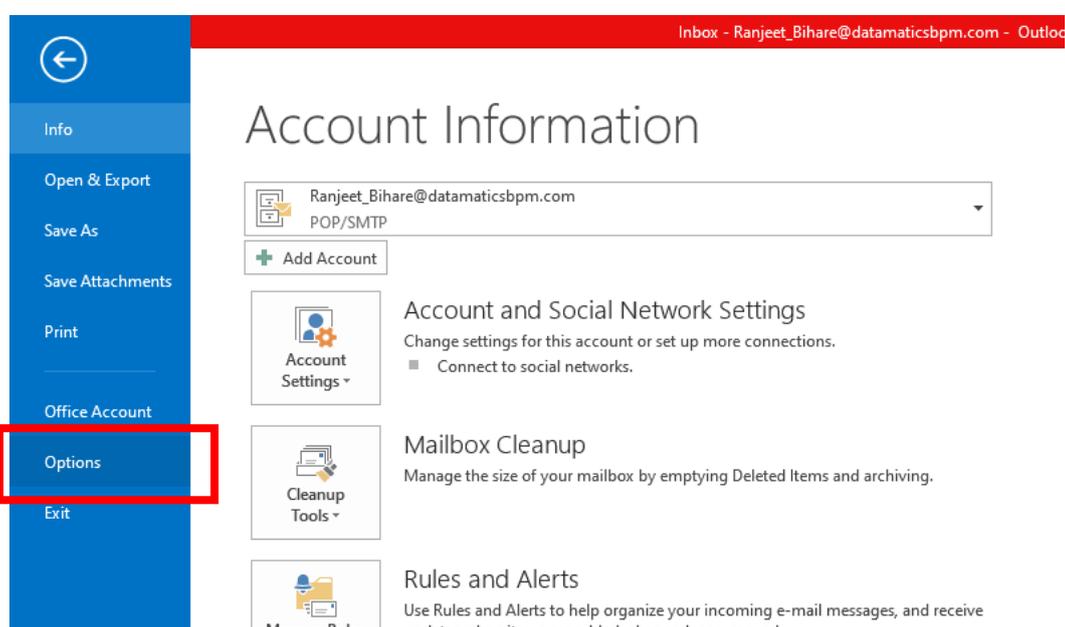


## Steps to add downloaded HTML signature to Outlook

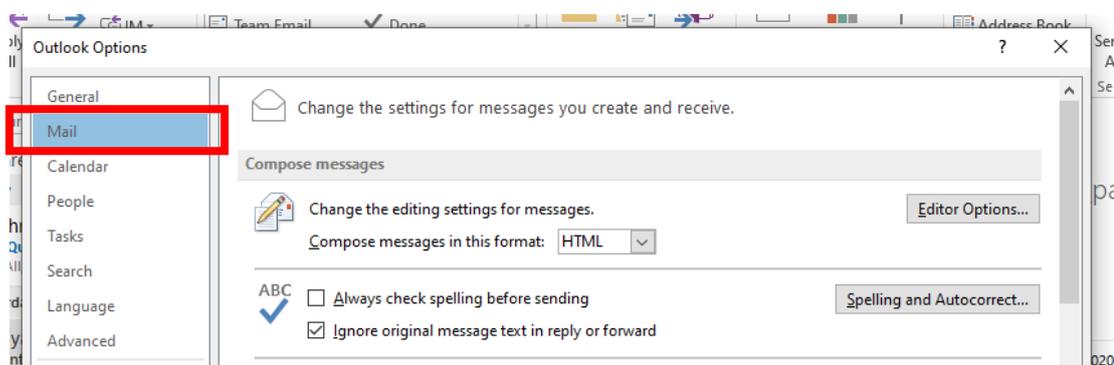
1. Open Outlook
2. From **File** Menu in top left corner



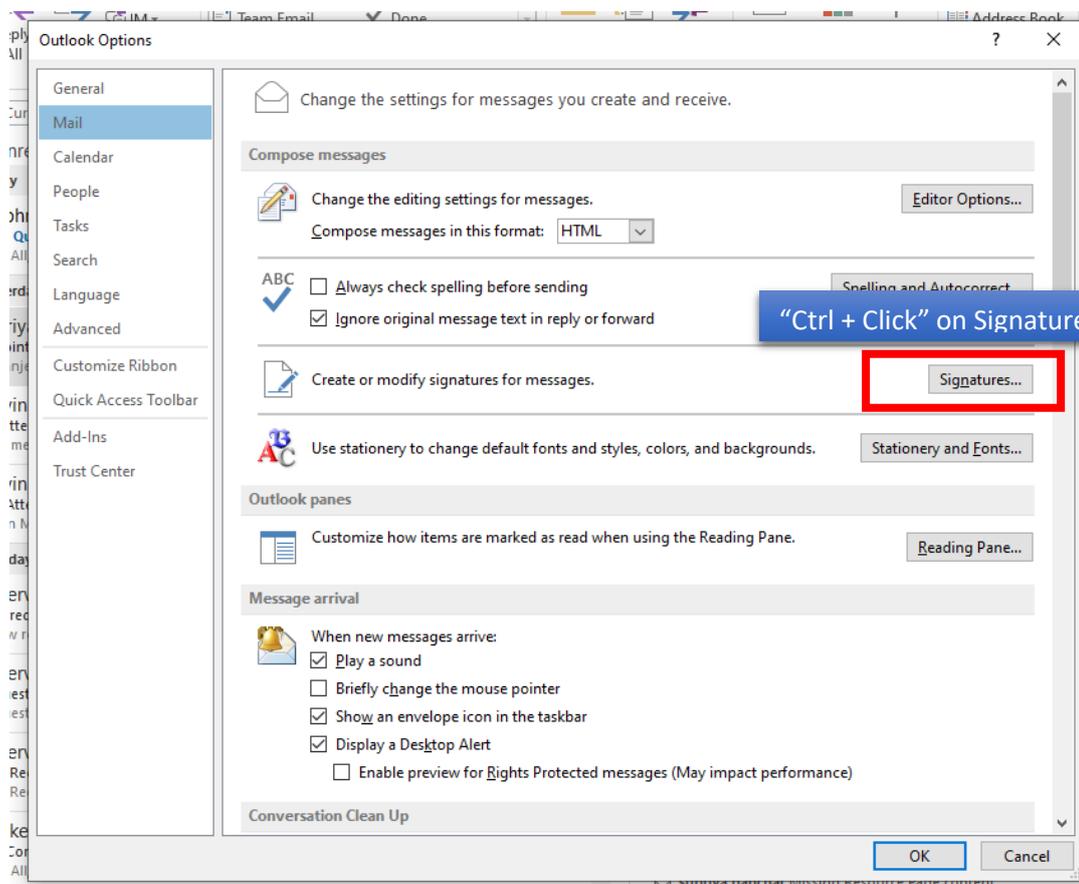
3. Select **Options**



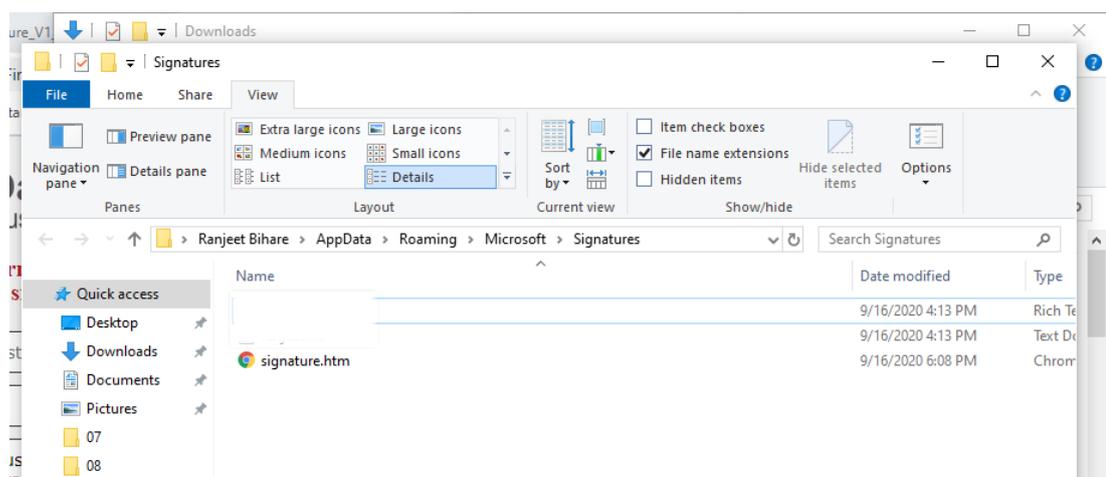
4. Outlook Options popup will open, in that select **Mails**



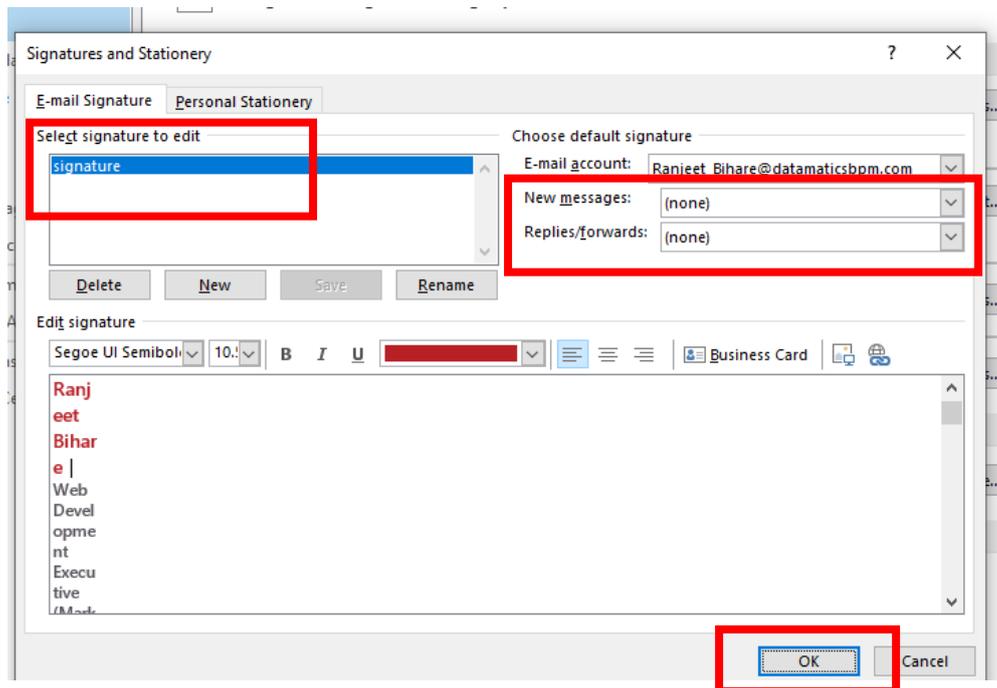
5. Then **ctrl + Click** on **Signature** button



6. 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



- Go back to popup and **click on Signature** button, Signature and Stationery popup will open



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