

Setting your new Company Signature

This guide provides a step-by-step process for setting up your new company email signature in the Microsoft Outlook Client.

1. Upon receiving the email with the new signature template click "**Reply**"



2. Copy the new signature text and images (making sure to include everything all lines and images).



3. Under "**Message > Signature**" click "**Signatures...**"



4. Click "**New signature**"



5. Paste in the new signature from your clipboard into the text area - press [[Ctrl]] + [[V]]



6. Give the new signature a name such as "**dragonpass**" and edit the signature information with your **Full Name**, **Job Title**, **Telephone Number** and **Email Address**.



7. After entering your email address, highlight the text and choose "**Insert hyperlink**".



8. Under the URL enter "**mailto:**" then your email address.

e.g **mailto:someone@dragonpass.com**

Click "**OK**"



9. Set your new signature as the default for new messages and replies as required, then click **Save**.



10. Your new signature should now be automatically populated for new outgoing emails!

Revision #6

Created 11 June 2025 08:58:50 by Daniel

Updated 20 June 2025 09:09:53 by Chris