

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

## Step One

Download and open the **'fbc-sig.html'** file listed below in your browser, press **CTRL + A** to select the signature, then press **CTRL + C** to copy the signature.



**Your Name Here | Your Position Here**

First Baptist Woodstock | Woodstock, GA

**e:** Your Email Here (all lowercase) | **w:** www.fbcw.org

**p:** Your Office Phone Here (ex.678.494.2854)

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

**IMPORTANT: Do not use your mouse to select the area, only use Ctrl + A to insure all elements are selected.**

### Download Location:

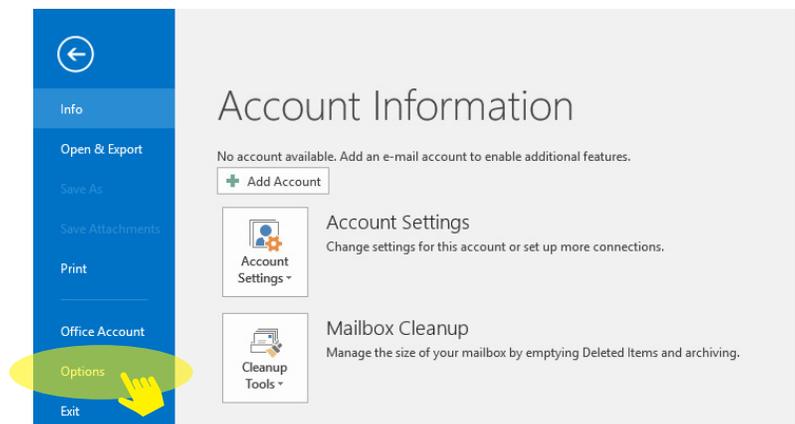
<https://firstbaptistwoodstock.s3.us-east-2.amazonaws.com/fbc-sig.html>

## Step Two

Open Microsoft Outlook 2016.

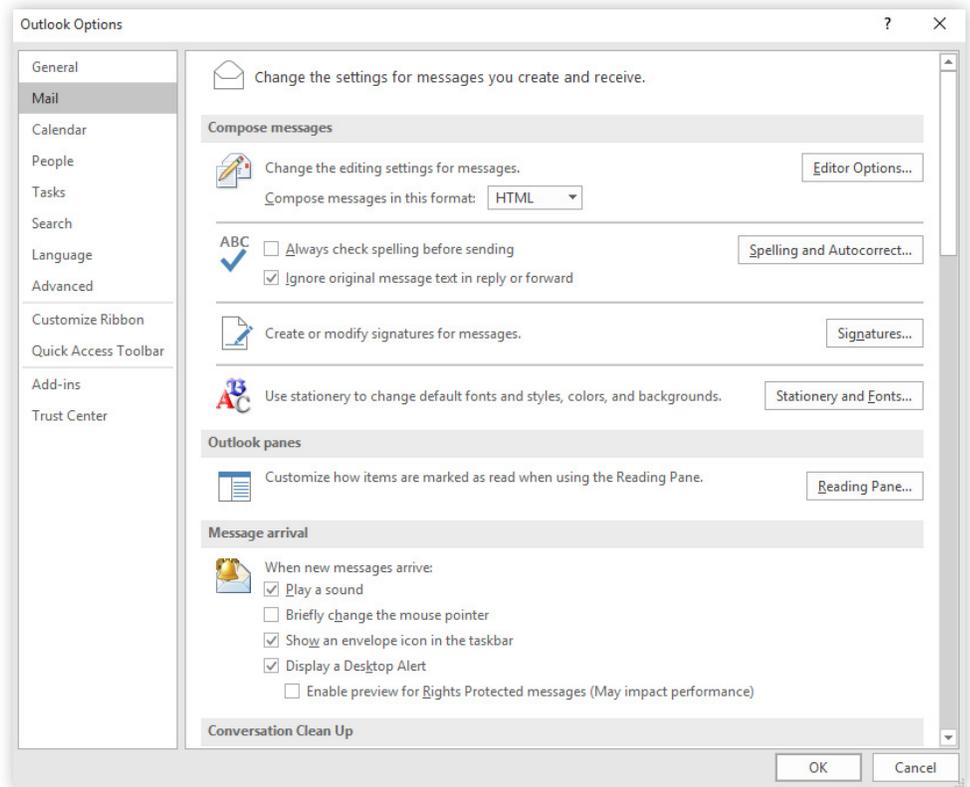
## Step Three

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



## Step Four

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

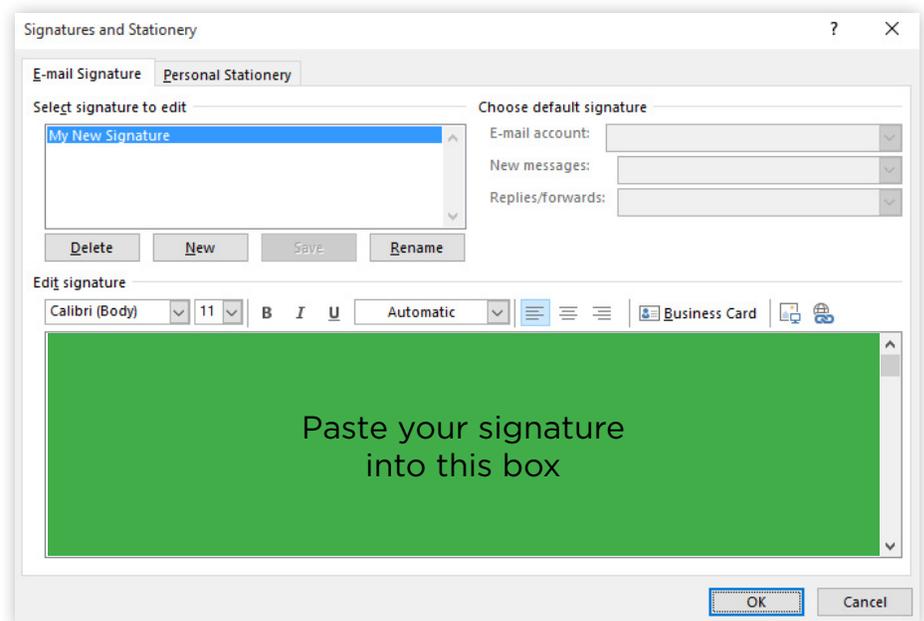


## Step Five

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”*

*“Your Position Here”*

*“Your Email Here”*

*“Your Office Phone”*

placeholders with your information.



**Your Name Here | Your Position Here**

First Baptist Woodstock | Woodstock, GA

**e:** Your Email Here (all lowercase) | **w:** www.fbcw.org

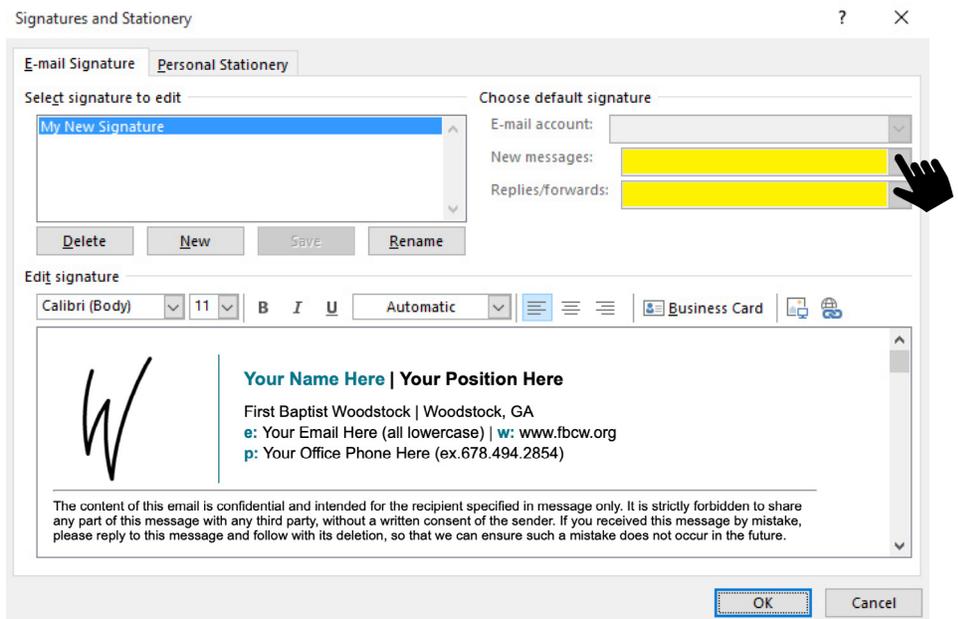
**p:** Your Office Phone Here (ex.678.494.2854)

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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

Select your newly created email signature name from the dropdown list labeled “New messages:” and “Replies/forwards:”.



## Step Nine

Click “OK” to accept your changes.

**You have now successfully installed your new email signature. If you have any questions or need help with making changes, please email our team at [helpdesk@fbcw.net](mailto:helpdesk@fbcw.net).**

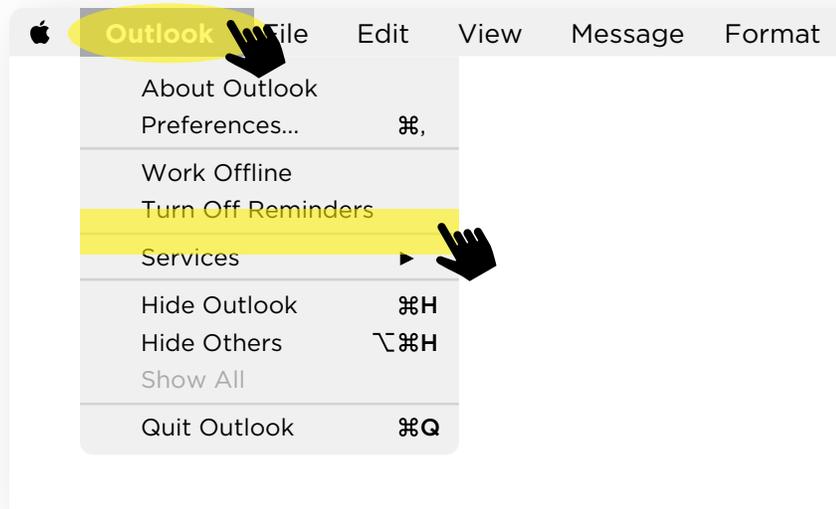
# How to install your HTML email signature on Mac OS

## Step One

Open Outlook on your MacBook

## Step Two

In the upper left hand corner click “outlook” on the toolbar

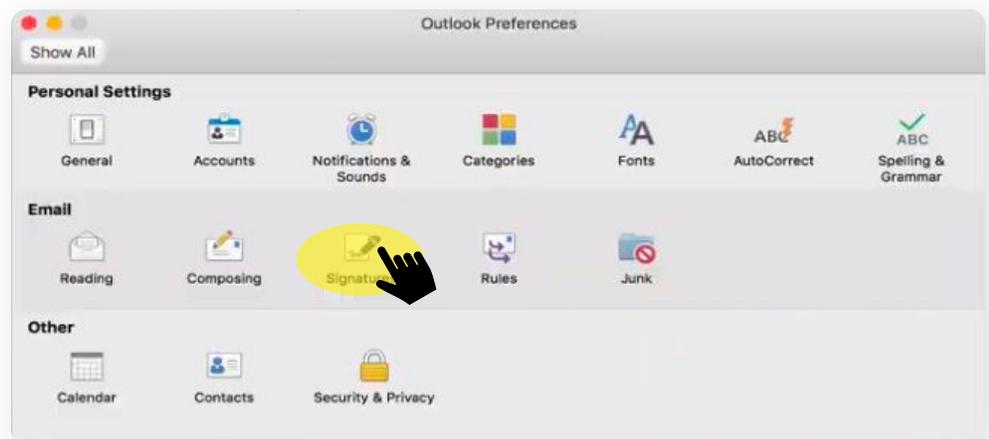


## Step Three

Click preferences in the dropdown menu

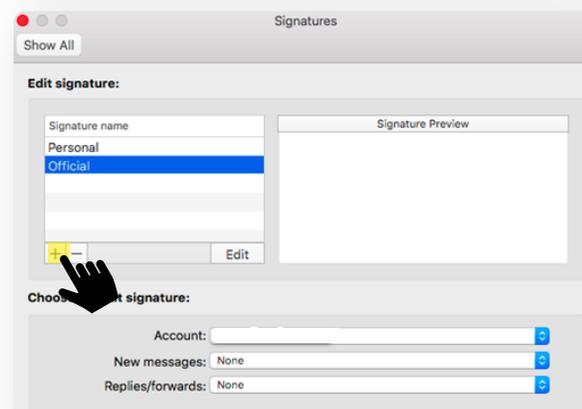
## Step Four

In the window that opens click the icon that says “signatures”



## Step Five

Click the plus button

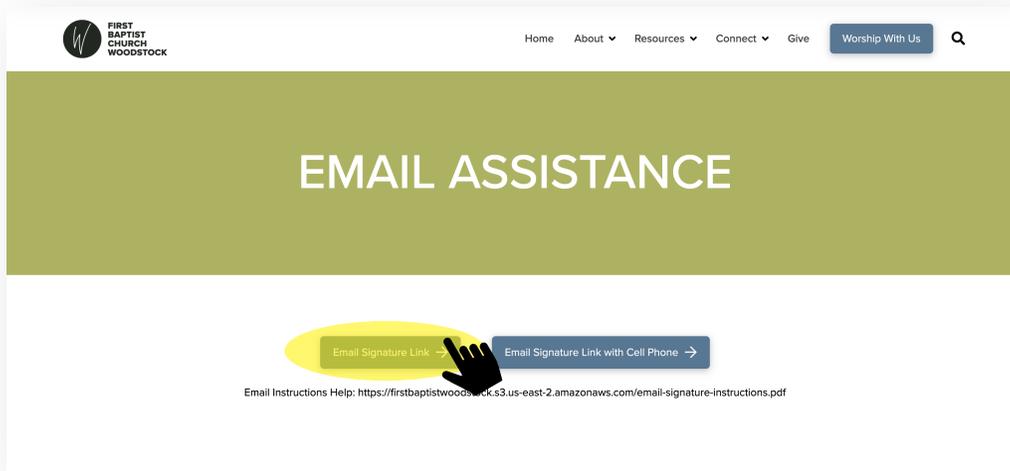


## Step Six

In a new window open your browser and go to <https://fbcw.org/email-signature/>

## Step Seven

Click “email signature link”



## Step Eight

Copy and paste the template signature from the browser window, into the window that you opened in step 06 (it will most likely say “Untitled” at the top).

- Highlight the fields you wish to change one at a time (For example, highlight “Your Name Here” and then type in your name)
- Edit the information to suit your position, title, phone number and email, please be aware of any accidental changes you make to the format of the template.



**Your Name Here | Your Position Here**

First Baptist Woodstock | Woodstock, GA

**e:** Your Email Here (all lowercase) | **w:** [www.fbcw.org](http://www.fbcw.org)

**p:** Your Office Phone Here (ex.678.494.2854)

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## Step Nine

Name your signature

## Step Eleven

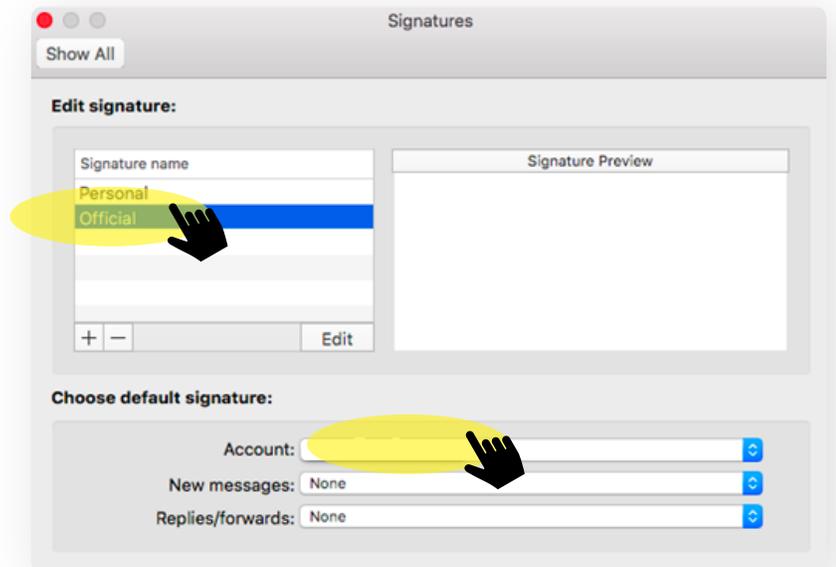
Select the signature you just created

## Step Twelve

At the bottom use the drop down menus to decide which account this signature is connected to, and when you would like it to be automatically added to messages.

## Step Ten

Click the save button (the icon that looks like a floppy disk)



You have now successfully installed your new email signature. If you have any questions or need help with making changes, please email our team at [helpdesk@fbcw.net](mailto:helpdesk@fbcw.net).