

How to add and activate the standard Webcertain signature

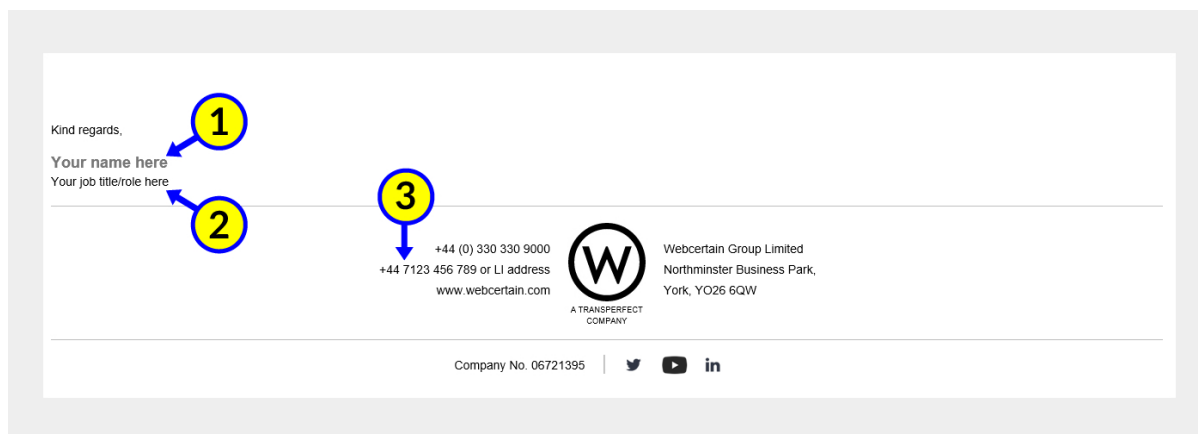
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Dept: Design - brand tools

The standard Webcertain signature design

We have listed two ways to activate the signature in your email account - quick and detailed so you can use the method that is best for you. Also listed are links to videos and guides and if you need further help, please contact IT support or the design team.



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Quick activation

This method just lists the actions simply.

- a) Open downloaded signature 'msg' file
- b) Select and copy the signature
- c) Open 'Signatures and Stationery' in Outlook
- d) Create 'New' signature
- e) Paste copied signature in the 'Edit Signature' panel
- f) Edit the following:
 - 1. Your name
 - 2. Job title/role
 - 3. Mobile number OR LinkedIn address URL
- g) Save signature
- h) Add saved signature to 'New messages' and 'Replies/Forwards'
- i) 'OK' to close the panel and the signature will be activated for your next email

Please Note!

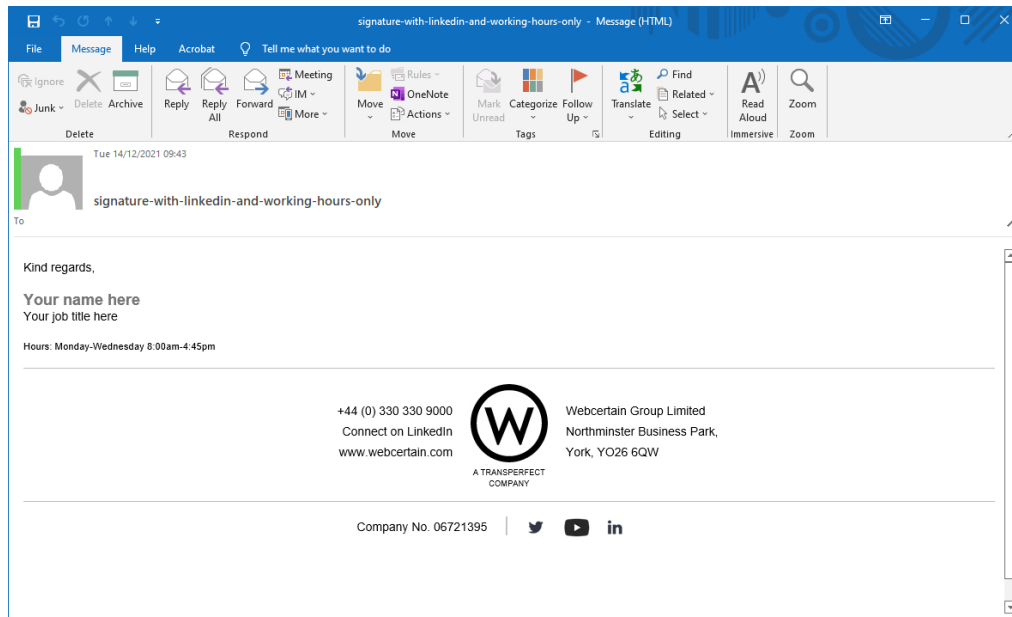
Arial (Helvetica / sans serif on Macs) fonts only in the signature.

Detailed activation

Explains in greater detail how to add/activate a signature:

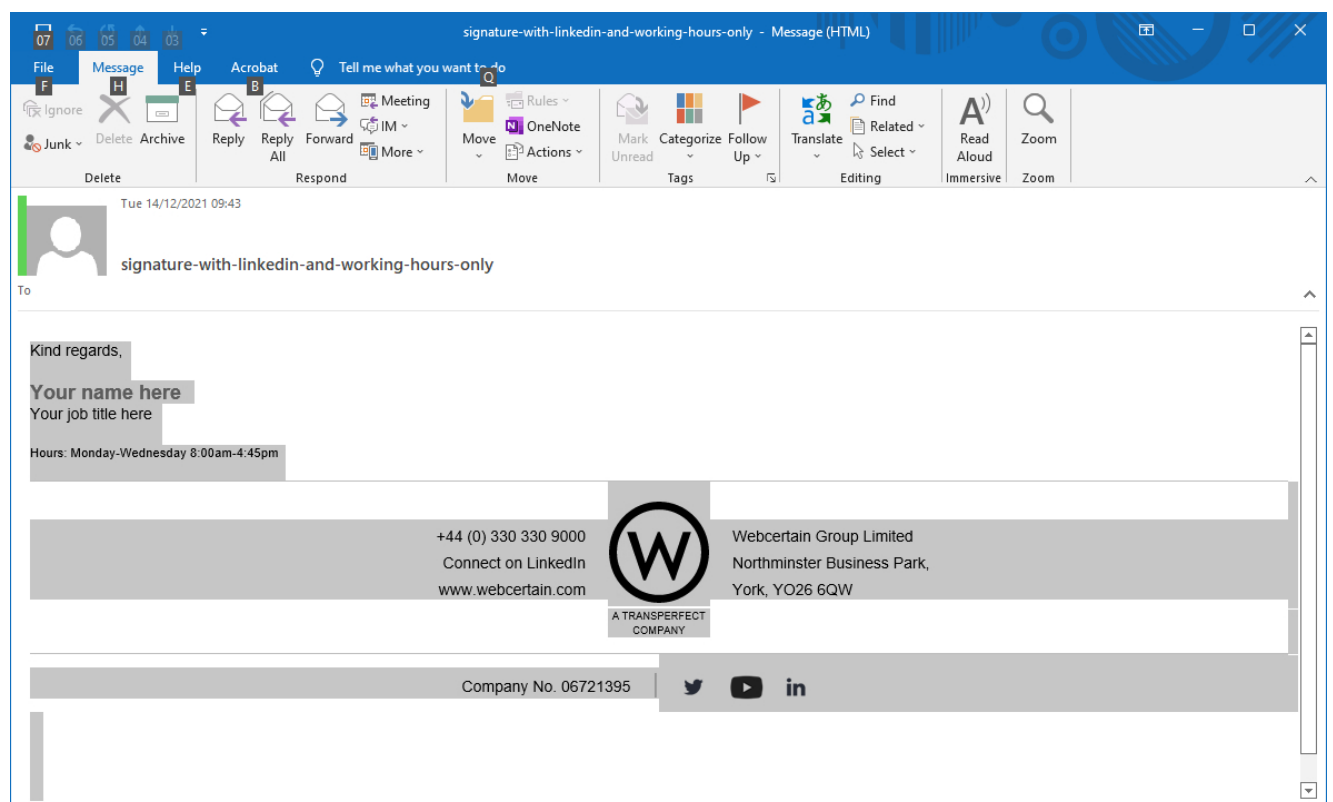
[a] Open downloaded signature 'msg' file

The opened file will look like this (depending on which version you choose):



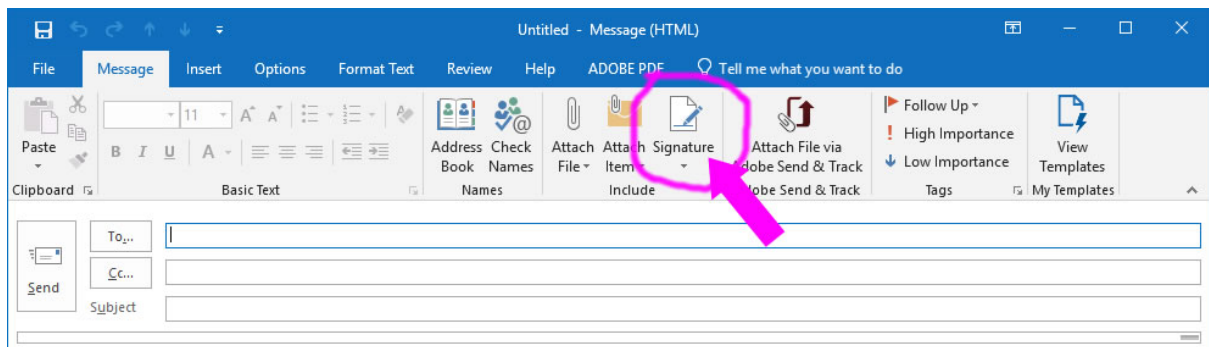
[b] Select and copy the signature

Select only the signature area and copy – [Ctrl]+[C]

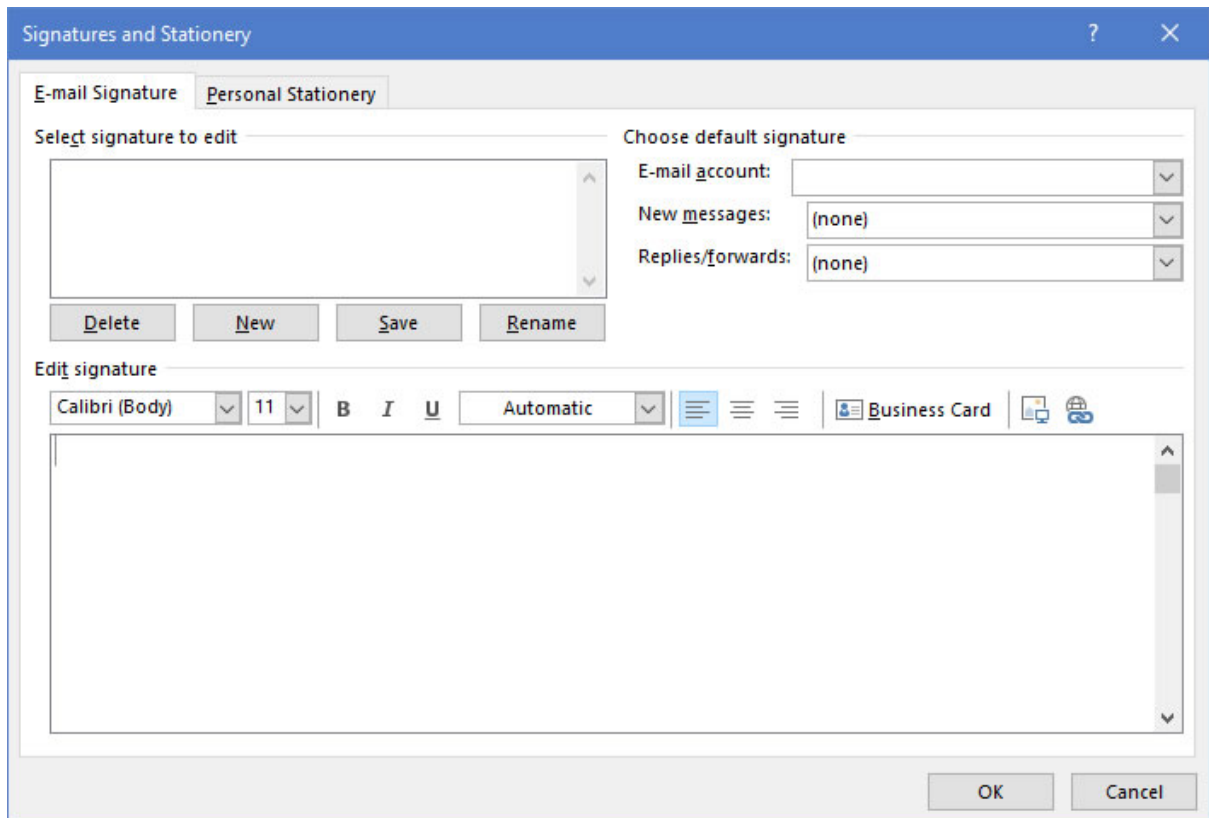


[c] Open 'Signatures and Stationery' in Outlook

Click the signature button



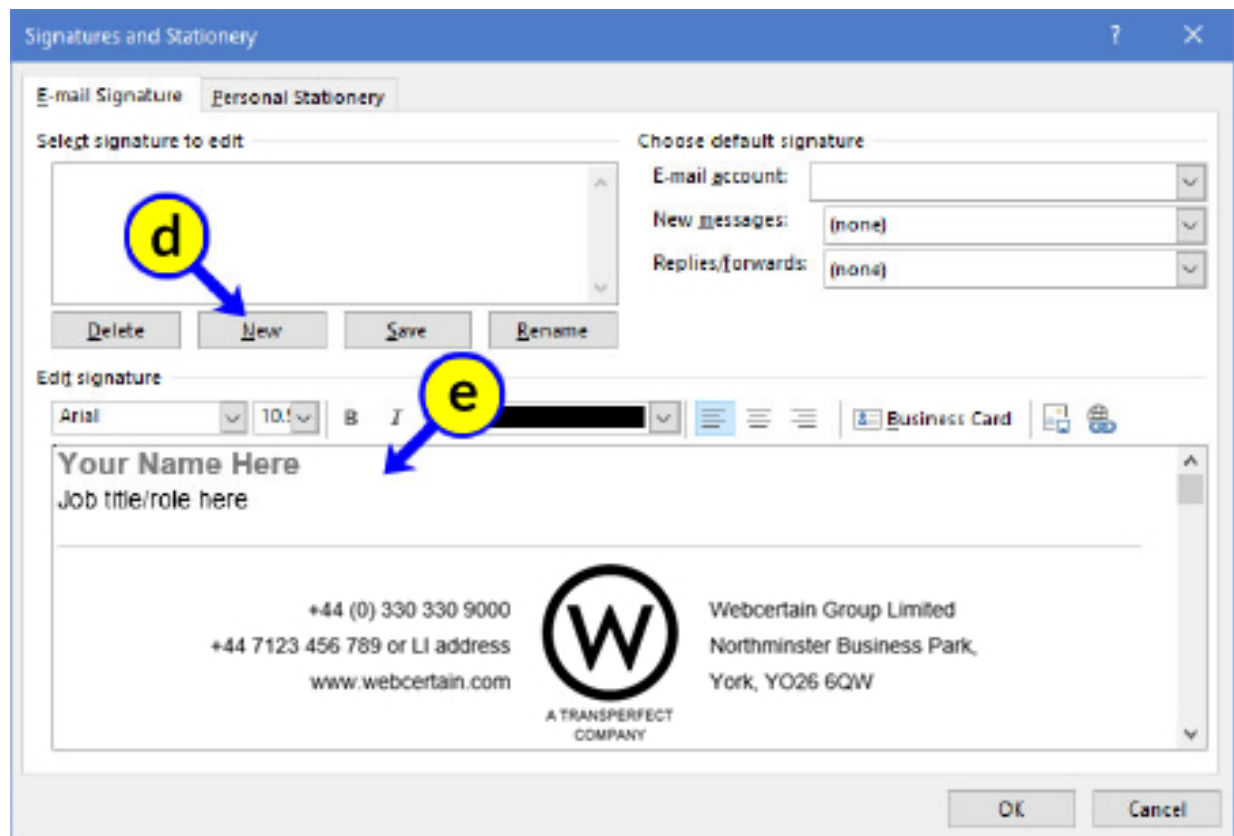
This will open the 'Signatures and Stationery' panel:



[d] Create 'New' signature

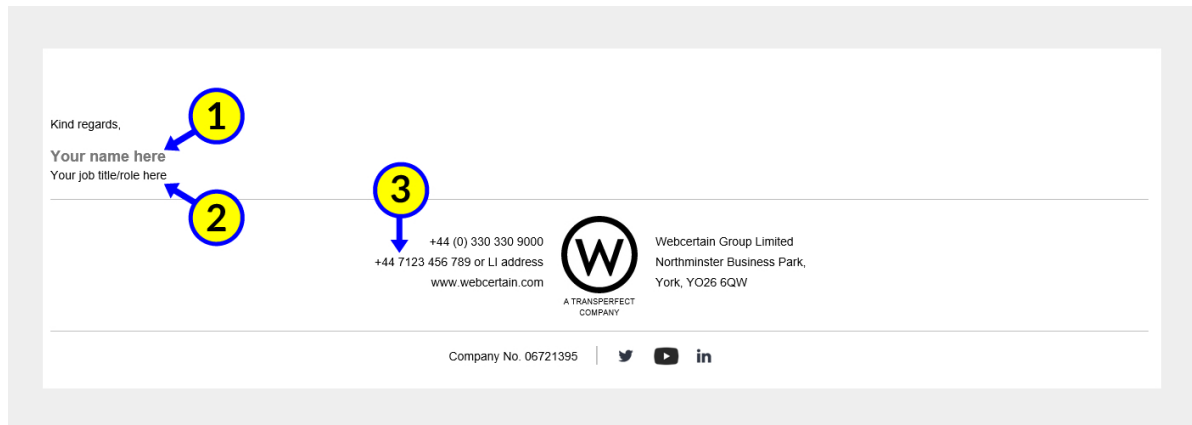
Give it a new reference name

[e] Paste copied signature in the 'Edit Signature' Panel



[f] Edit the following:

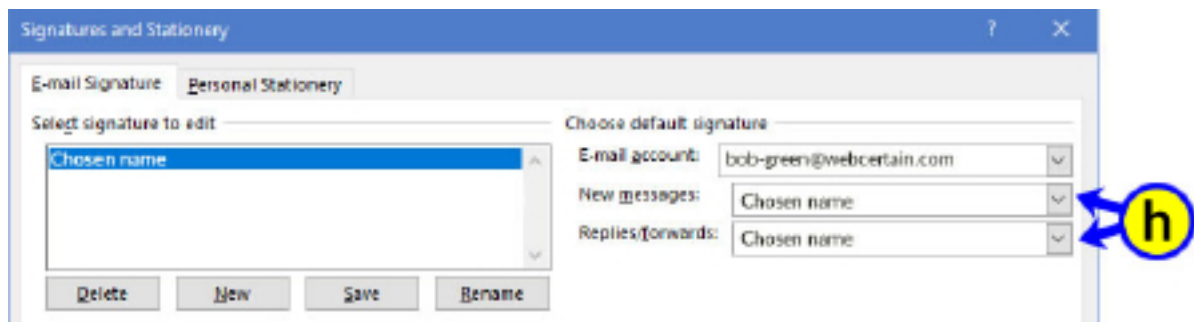
1. Your name
2. Job title/role
3. Mobile number OR LinkedIn address URL



[g] Save signature

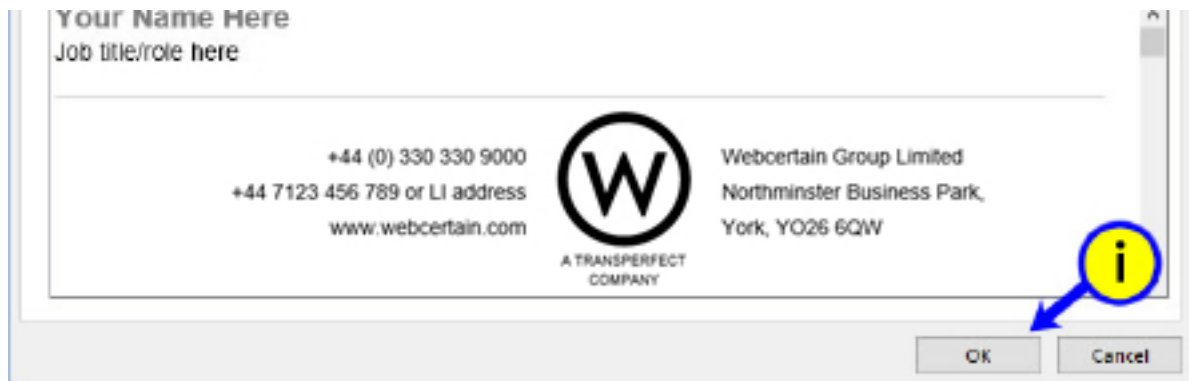


[h] Add saved signature to 'New messages' and 'Replies/Forwards'



[i] Click 'OK'

This will close the panel and the signature will be activated.



Please Note!

Arial (Helvetica / sans serif on Macs) fonts only in the signature.

Useful Links

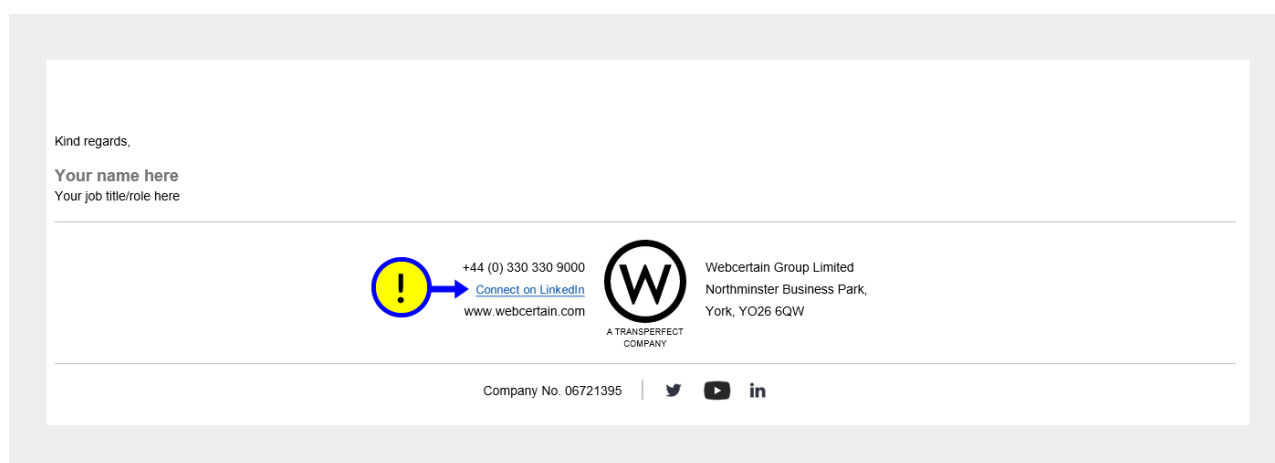
Extra resources to help with adding the signature to outlook.

- Microsoft:
<https://support.office.com/en-gb/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>
- WikiHow:
<https://www.wikihow.com/Add-a-Signature-in-Microsoft-Outlook>
- WindowsCentral
<https://www.windowscentral.com/how-create-add-outlook-email-signature>
- Videos
<https://www.bing.com/videos/search?q=add+signature+to+outlook&qpvt=add+signature+to+outlook&FORM=VDRE>

Problem solving:

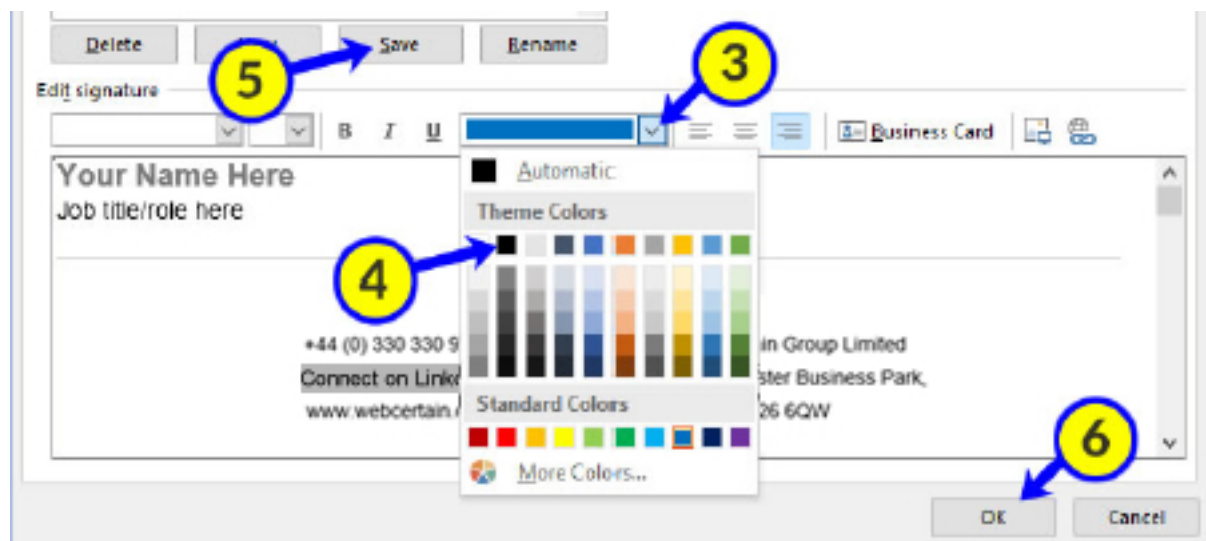
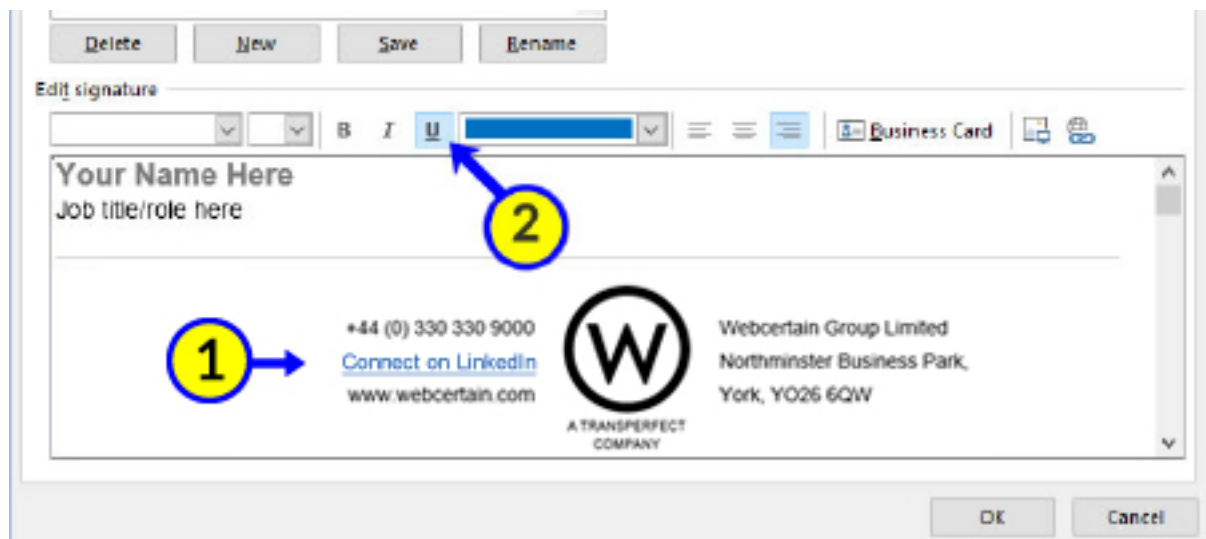
If the signature has a link colour or is underlined

After editing your LinkedIn URL, it shows blue with an underline:



Follow these steps to correct

- 1 Select the whole LinkedIn copy
- 2 Click on the Underline icon to remove the underline



- 3 – Open the 'Font Color' panel
- 4 – Choose black
- 5 – Save changes
- 6 – Click 'OK' to close window panel