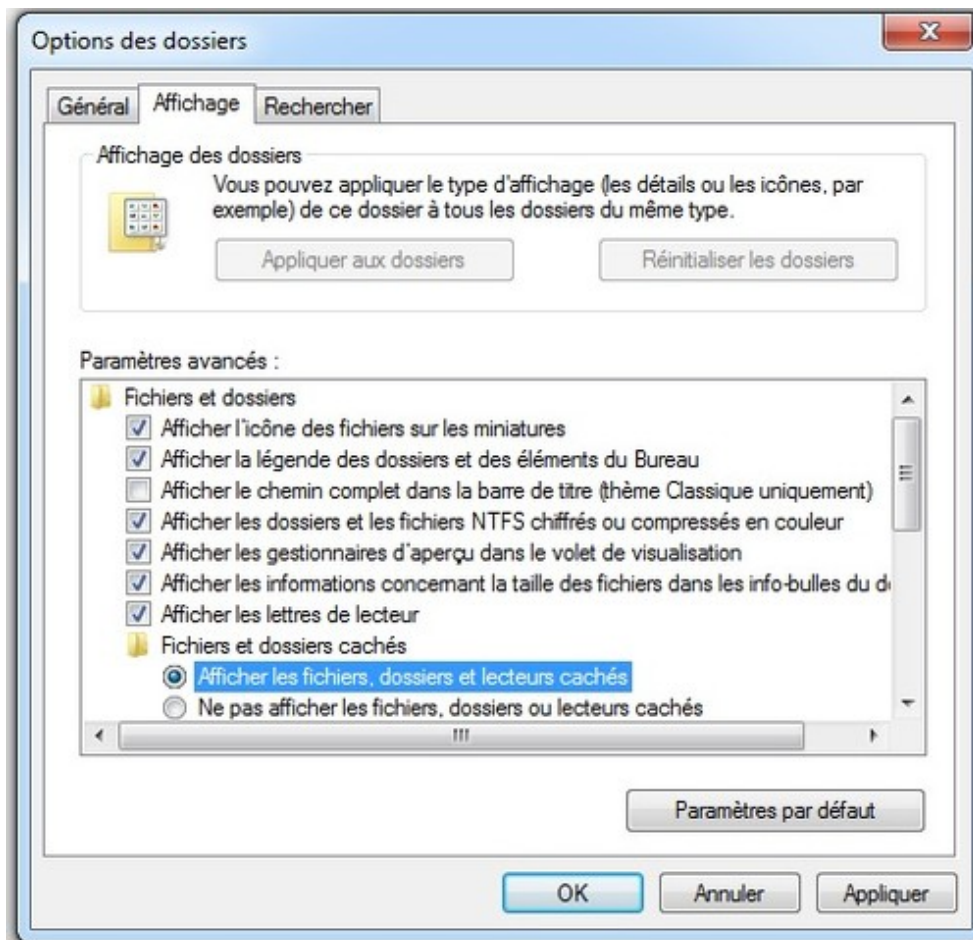


Outlook 2010 - Adding a new html signature

In Outlook:

- **File > Options > Mail > Signatures**
- **New to** create a signature, give it a recognisable name (e.g. Example HTML). Write a few characters.
- Leave Outlook open and go to Windows Explorer. Go to **C:\Users\YourUser\AppData\Roaming\Microsoft\Signatures**

(AppData is a hidden folder by default, to reveal it go to: tools > folder option > view > Show hidden files, folders and drives)



- In the signatures folder there should be a file called Example HTML.htm (the name used at the beginning). Right-click on this file and open it with "Notepad".
- Also open the html file we have provided and copy its

content (html code).

- Paste and replace the contents of the Example HTML.htm file. Don't forget to save.
- In Outlook, the signature should be modified.

Some additional tutorials found on the net: <http://mydesignpad.com/how-to-install-html-email-signature-for-microsoft-outlook-2010-windows/>

<http://blog.cellenza.com/office/comment-creez-une-signature-outlook/>

<http://www.knowthenetwork.com/2012/05/how-to-add-an-html-email-signature-to-outlook-2010/>

<http://www.zigee.net/2013/10/ajouter-une-signature-html-dans-outlook-2010/>