

Knowledgebase

Installing HTML email signatures in Microsoft Outlook

If you have commissioned a custom email signature from us, or created your own, here is how to install it in Microsoft Outlook 2010:

1

Add a New Placeholder Signature

In Outlook, go to File > Options > Mail and click on "Signatures". Click "New" to create a new placeholder signature. Give the new signature a name you can remember.

Set to use your new Signature for both New Messages and Replies/Forwards.

Hit "OK" to save and "OK" again to close the Outlook Options window.

2

Open Outlook's Signature Folder on Your Computer

Here are the locations on the hard drive where Outlook places signature files, these locations are usually hidden so make sure you show hidden files and folders:

Windows 7 and Windows Vista

C:\Users\username\AppData\Roaming\Microsoft\Signatures

Windows XP

C:\Documents and Settings\username\Application Data\Microsoft\Signatures

3

Find and Open the New Signature file

Within the Signature Folder, locate the file that you have created in Step 1. If you see multiple files with the same name, the file you want to open is the HTML file with the .htm extension. Open it with Notepad. You can right-click on the file and select Open with > Notepad.



4

Replace Placeholder Text With Your HTML Code

If we have created a signature for you, you will have received an HTML file with a .html extension containing the HTML code for your signature. Open this file in Notepad to view the code.

Erase all content in the placeholder signature file and paste your HTML signature code. Hit File > Save.

5

Send yourself an email to test the signature.

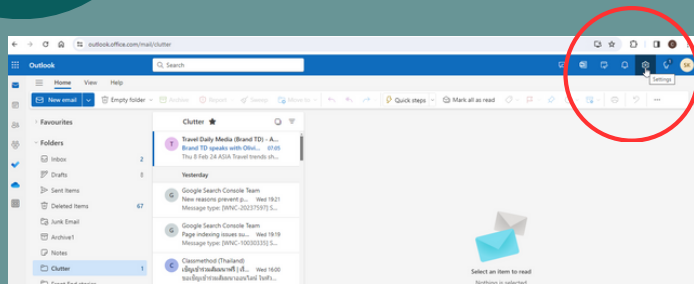


KNOWLEDGEBASE

IN BROWSER OUTLOOK

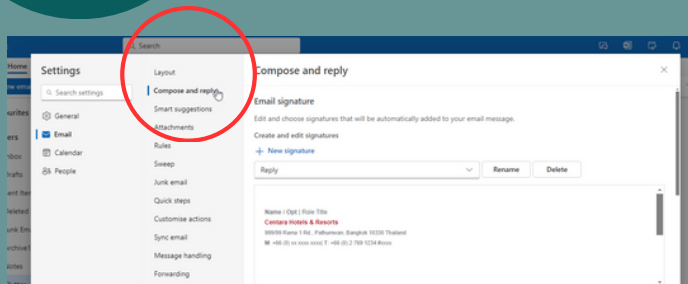


1



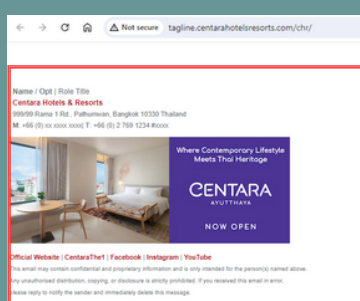
In browser Outlook,
go to Setting icon on
top right bar menu

2



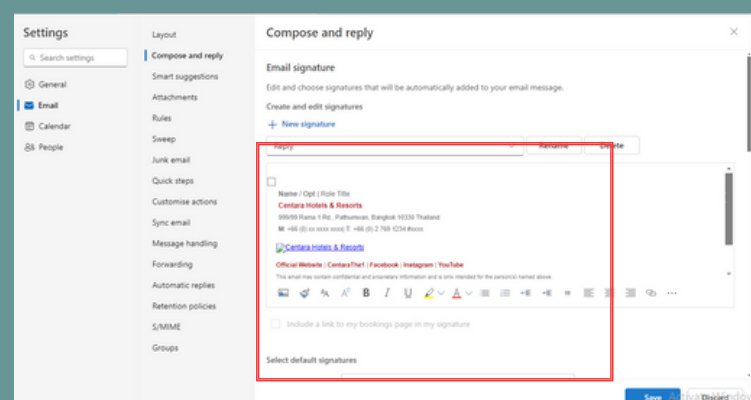
Click Compose and reply

3



1. <https://tagline.centarahotelsresorts.com/chr>
2. Crtl + A (select all)
3. Crtl+C (copy all in browser).

4



On browser outlook
Crtl + V (Paste)

SAVE



<https://tagline.centarahotelsresorts.com/>