

Implementing the new Miracles In Sight email signature

Step 1: Start By Creating A New Signature Within Outlook As A Placeholder

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, ie. MIS John Doe.

Step 2: Copy The NEW Branded Signature Content

Open the **HTML file** in your browser. Select All (Control-A) and copy (Control-C) the content.

Note: the spacing will be exaggerated in the browser view. Once copying and pasting into Outlook, the spacing should look normal.

Step 3: Return to Outlook and the **Signatures editor panel (File > Options > Mail** and click on “Signatures”) and select the name of your new signature from the list on the left.

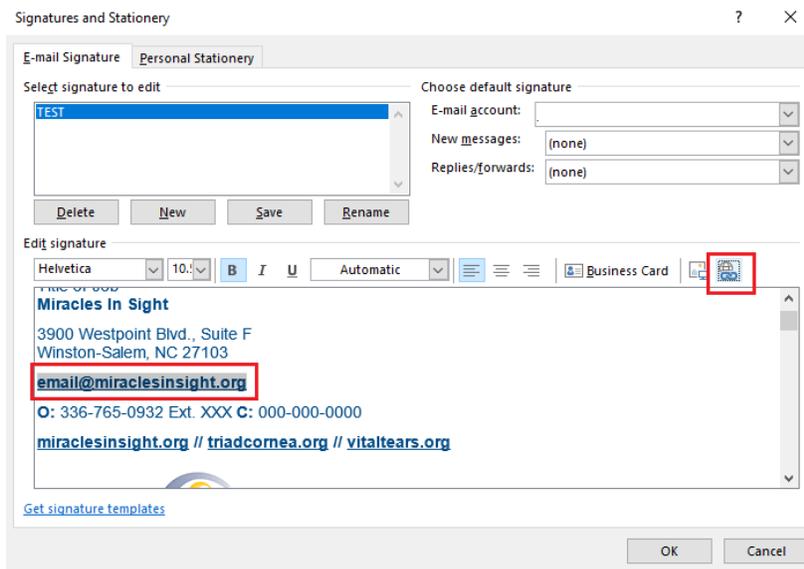
Step 4: Right-click within the large editing panel and from the Paste Options popup, select the first option, “**Keep Source Formatting**”.

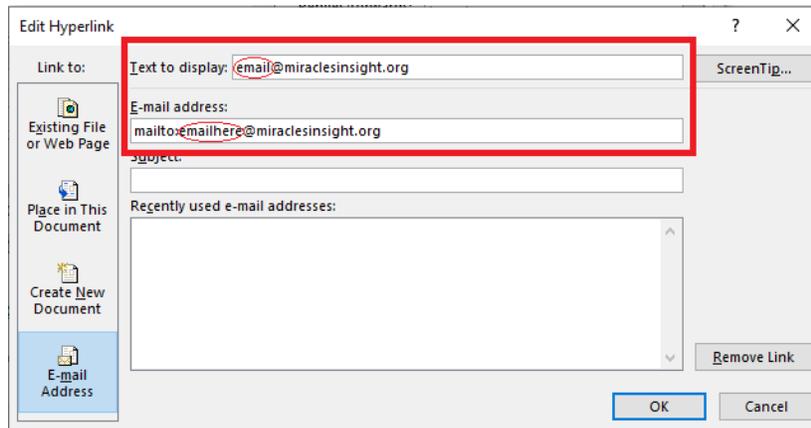
Step 5: Update The Contact Information

Carefully select the text you need to edit and change it to match your information. When completed, click OK in the bottom right, then OK once again to exit “Options”.

Editing the email address in the signature

1. Highlight email address and click the hyperlink button in the toolbar (first image).
2. In the popup window, put your email address in the areas circled on the second image.
3. Click OK.





Step 6: Assign Signature for Messages

In Outlook, go to **File > Options > Mail > Signatures**, set to use your new Signature for both New Messages and Replies/Forwards. This will ensure consistent application of your HTML signature on all your messages.