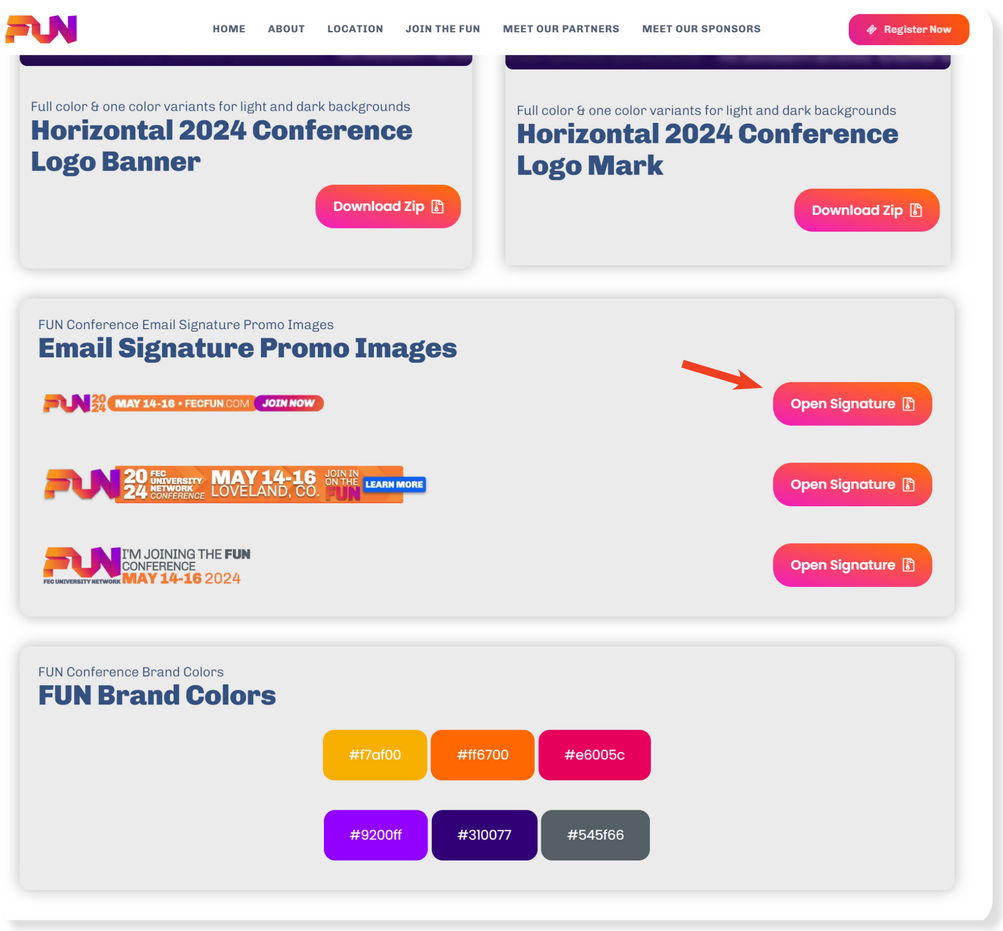
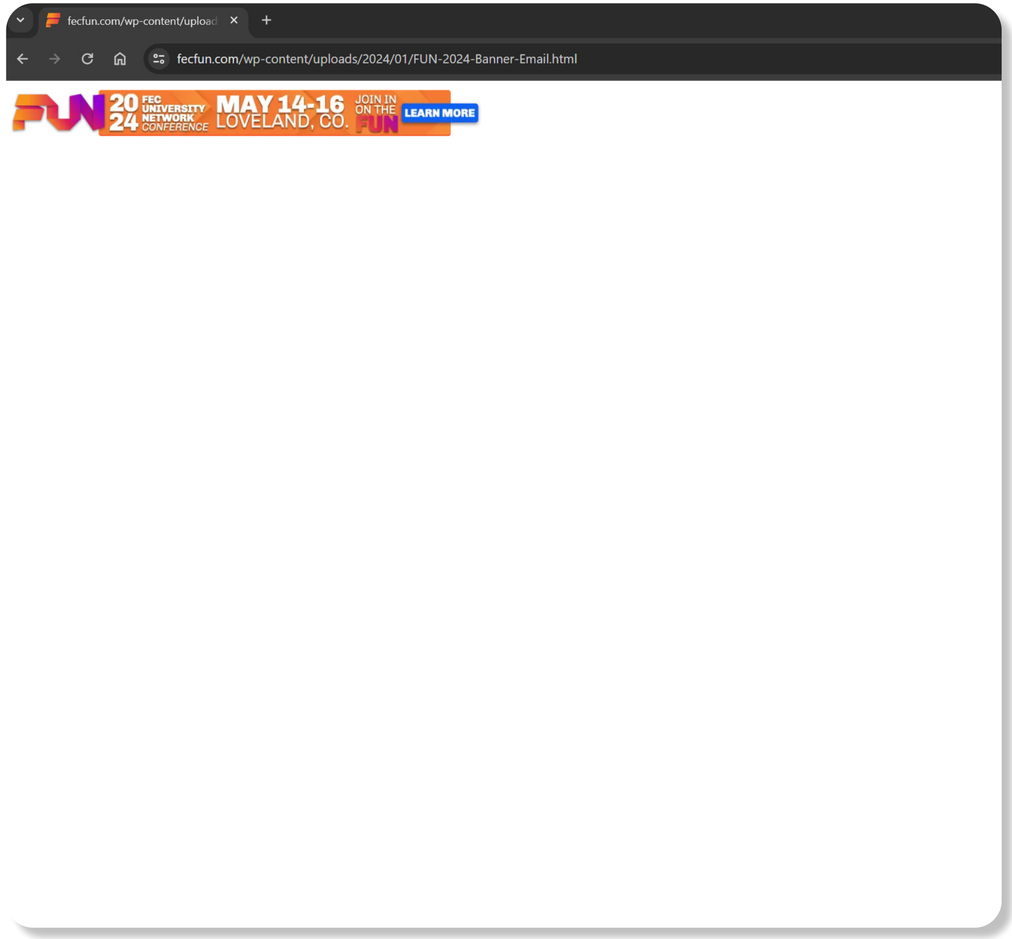
How to install FUN promo email signature on Outlook

Custom email signature for FUN Conference

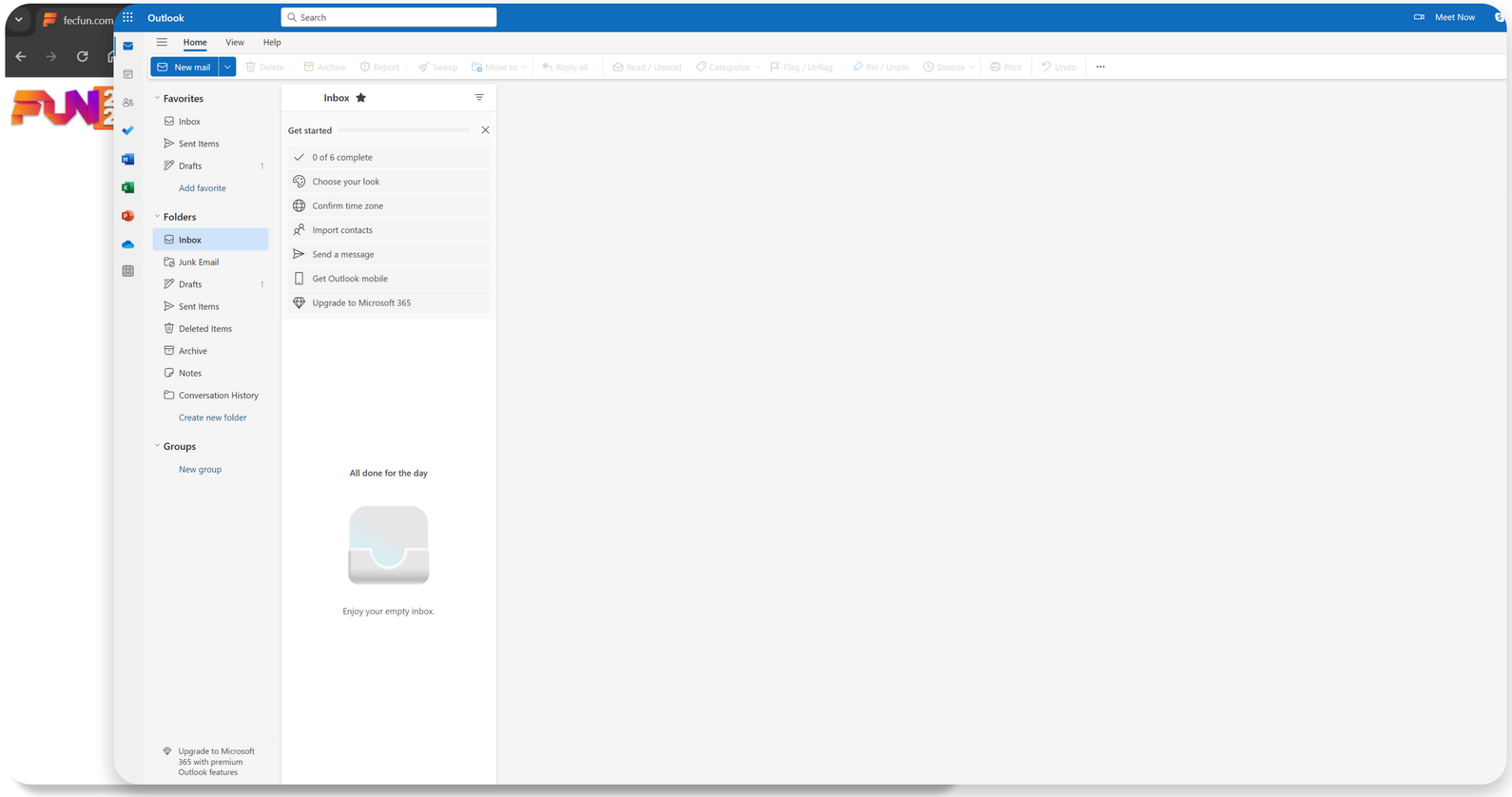
1





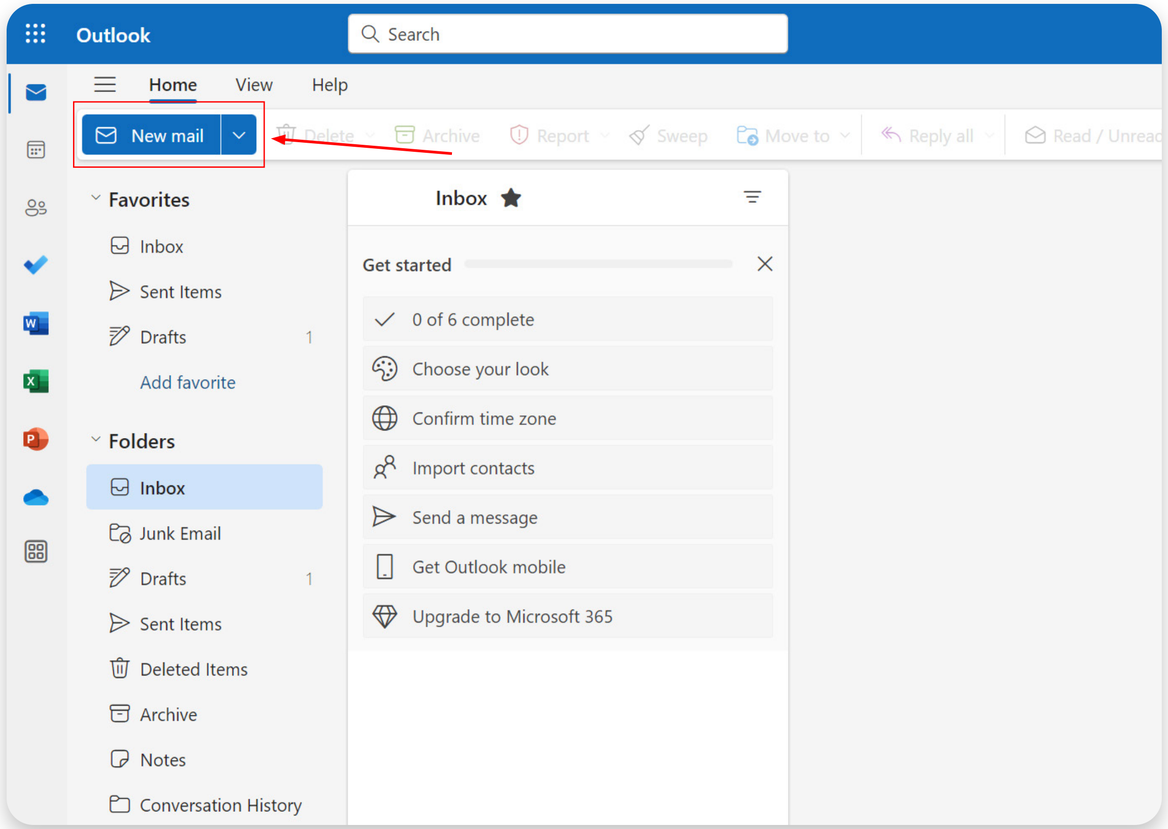
Navigate to the bottom of the fecfun.com/branding page. Click the ‘Open Signature’ button next to the signature you prefer. This will open a new tab in your browser.

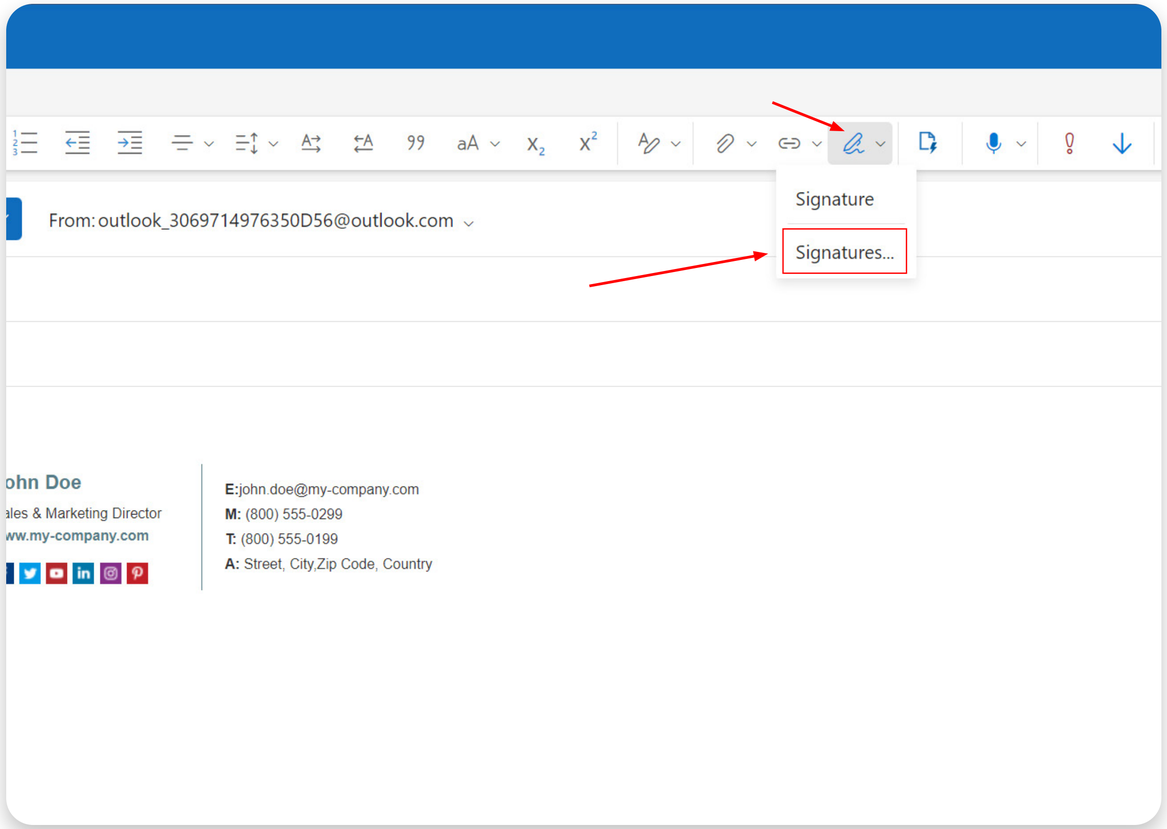
2



Leave this tab open and open a new internet tab and navigate to your outlook account. Usually you can go to outlook.live.com. Then, sign in to your email account if you're not already.

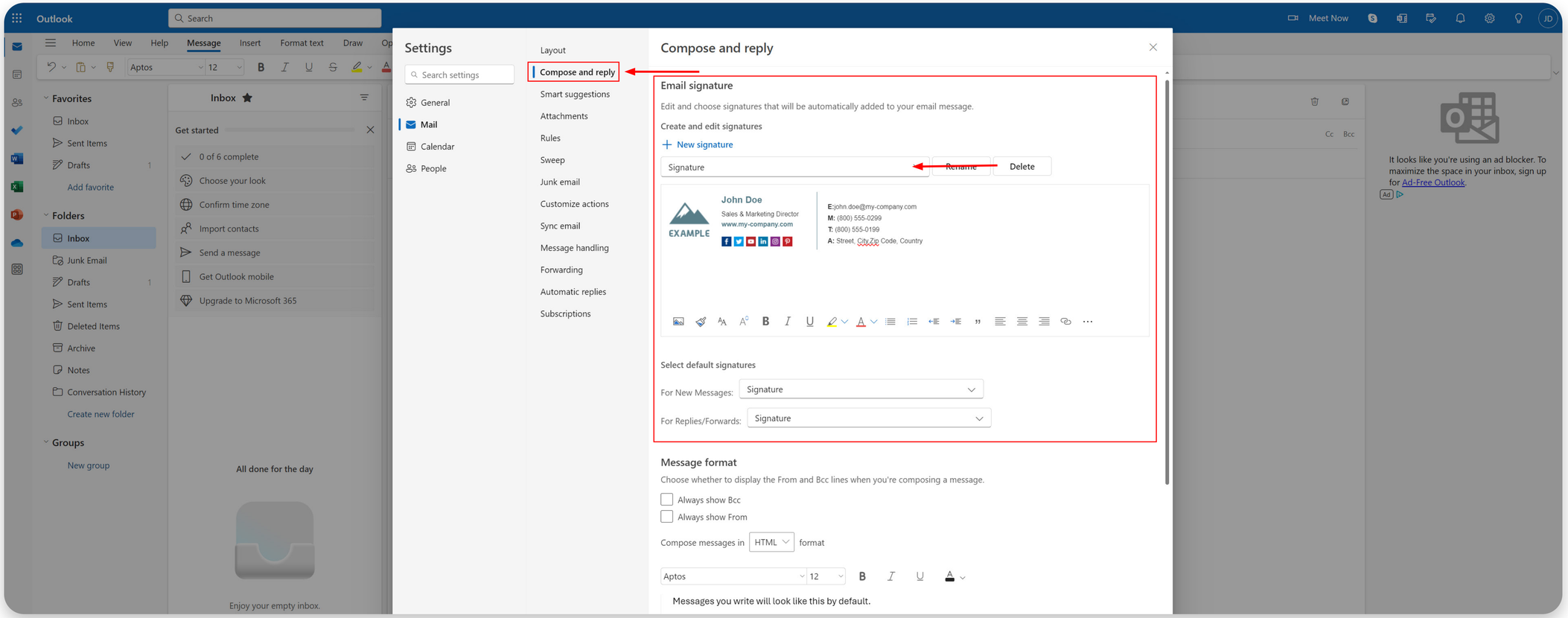
3





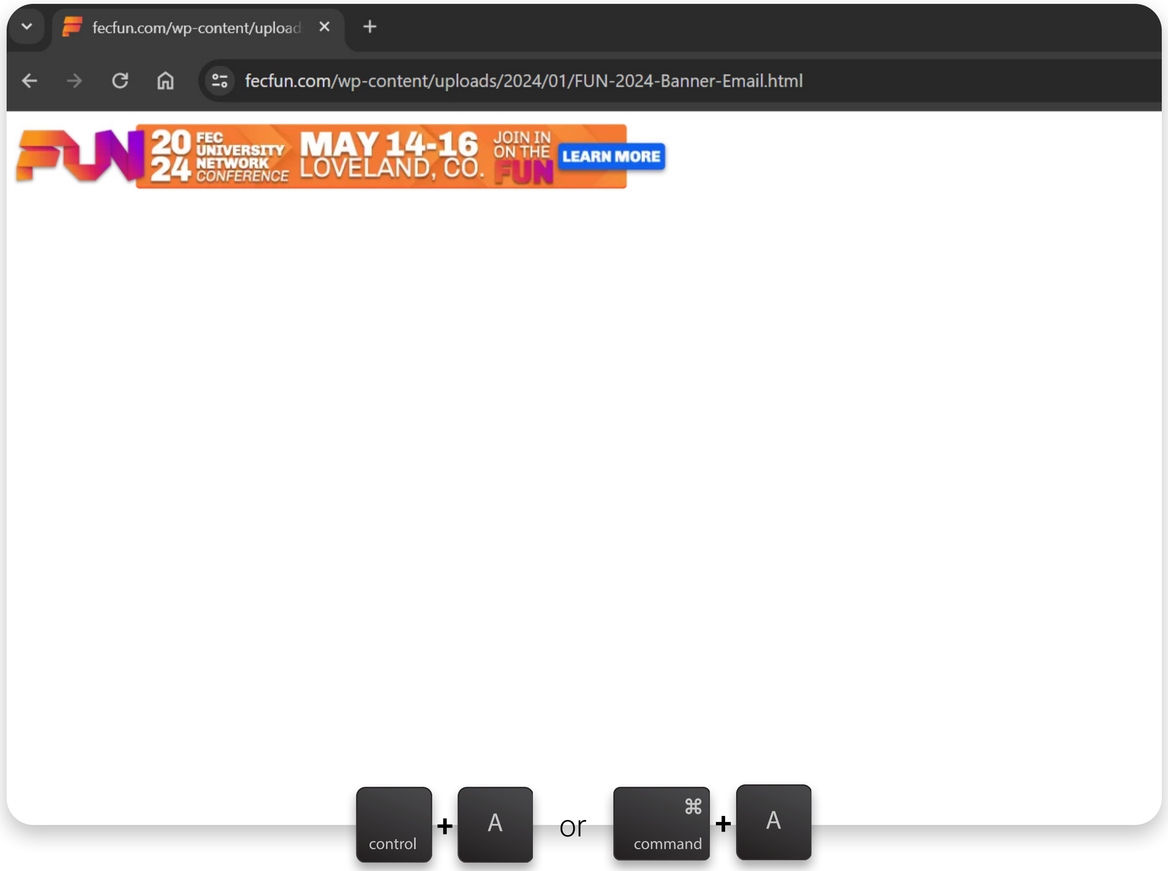
Once you are in your Outlook email account, click on the ‘New Mail’ button in the left hand corner of the screen. Then find the pen symbol near the middle of the screen and click it. In the drop down click ‘Signatures...’

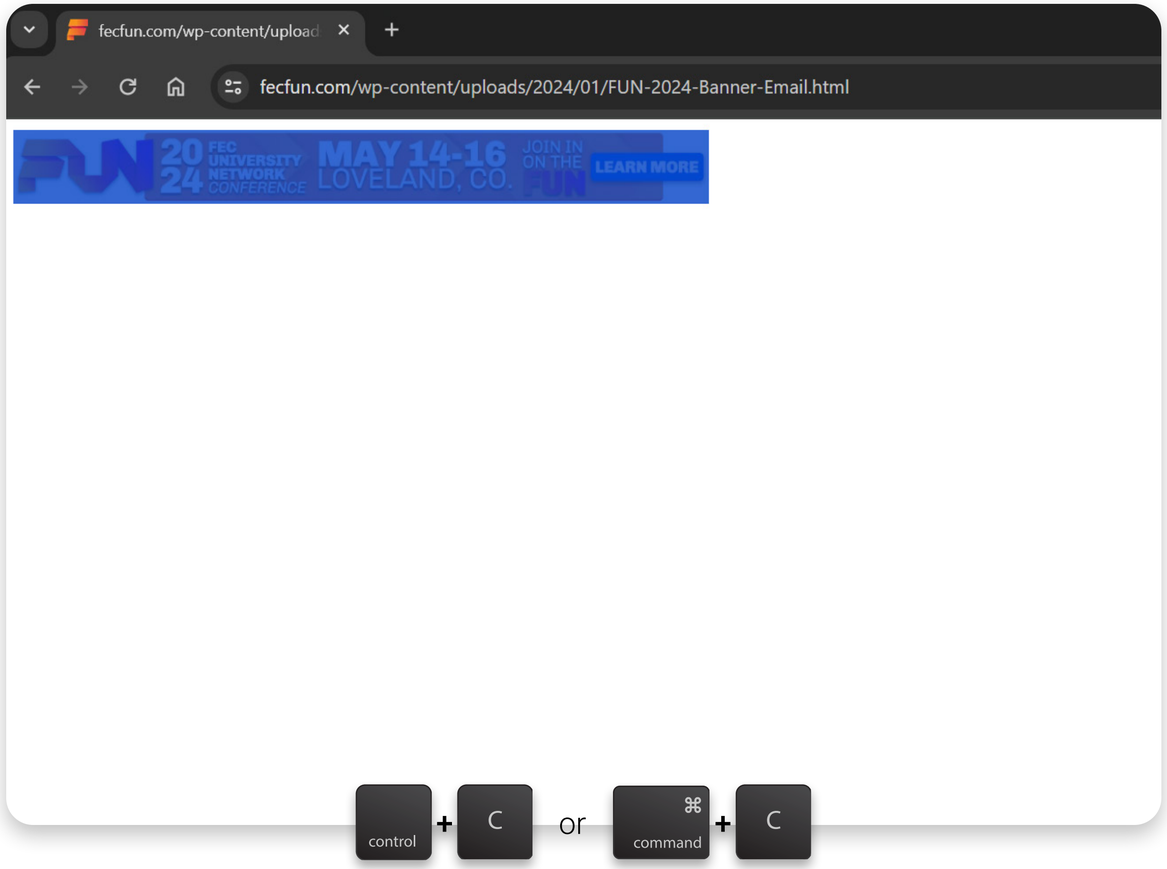
4



Once you're in the main settings screen, stay inside the second 'Compose and reply' tab and direct your attention to the 'Email signature" section. Then, click the dropdown under '+ New signature' and select the signature you would like to add the Promo Signature to.

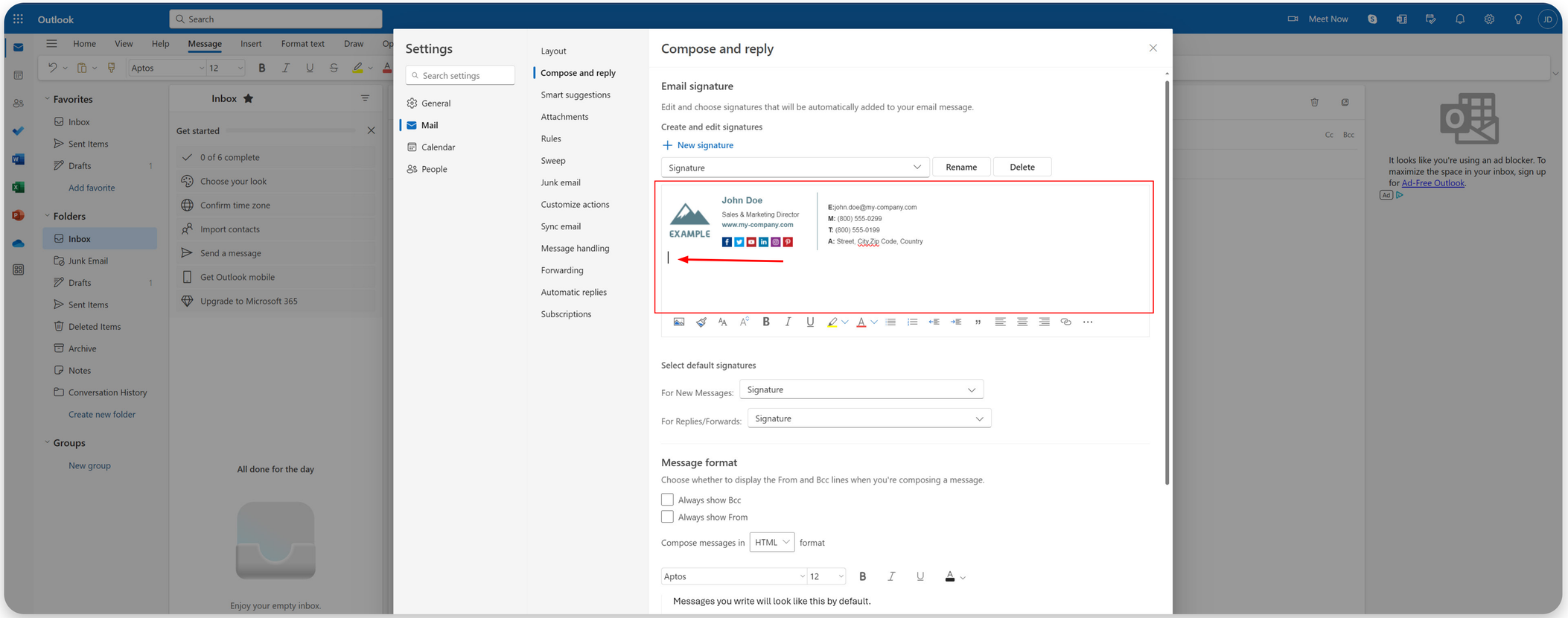
5





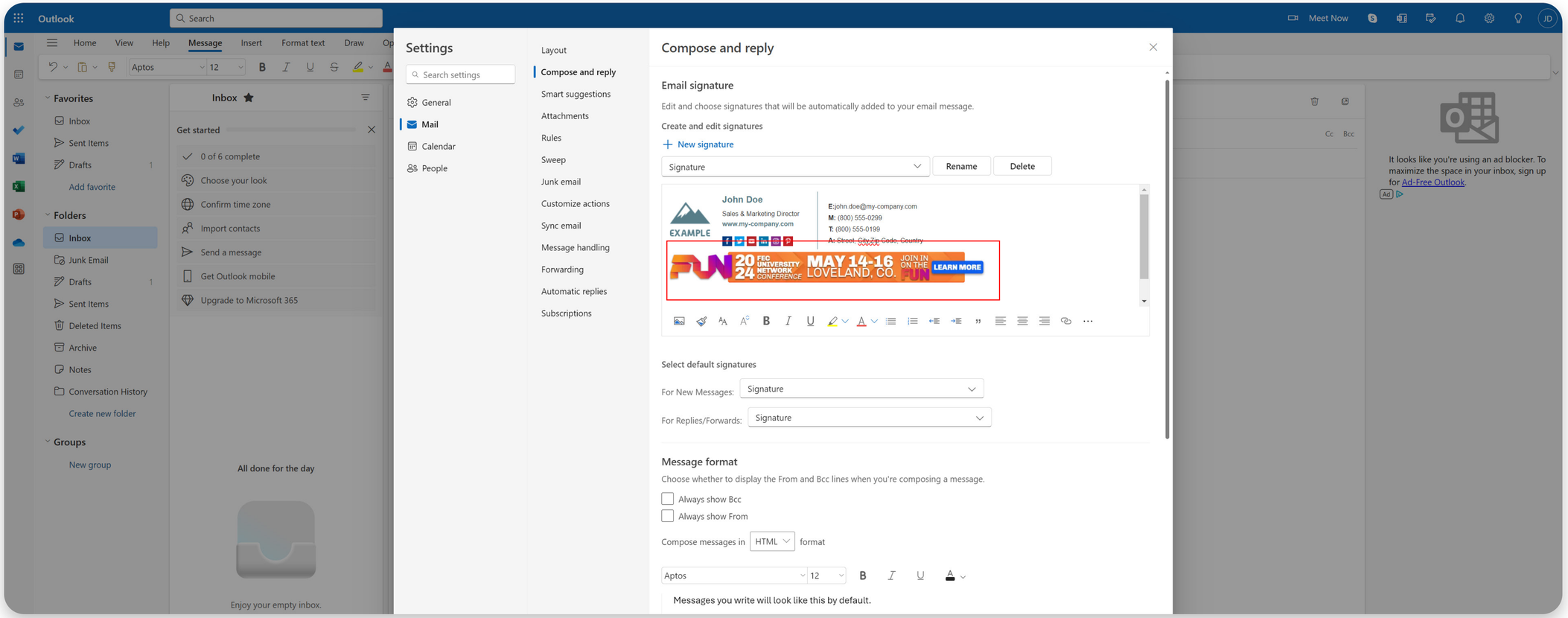
Now go back to the open tab with the promo signature. Use the keyboard command to highlight the entire signature. Use CTRL+A or CMD+A to highlight the entire signature. *(Clicking and dragging your cursor to highlight can cause problems and is not recommended.)* Next, copy the highlighted signature by using CTRL+C or CMD+C.

6



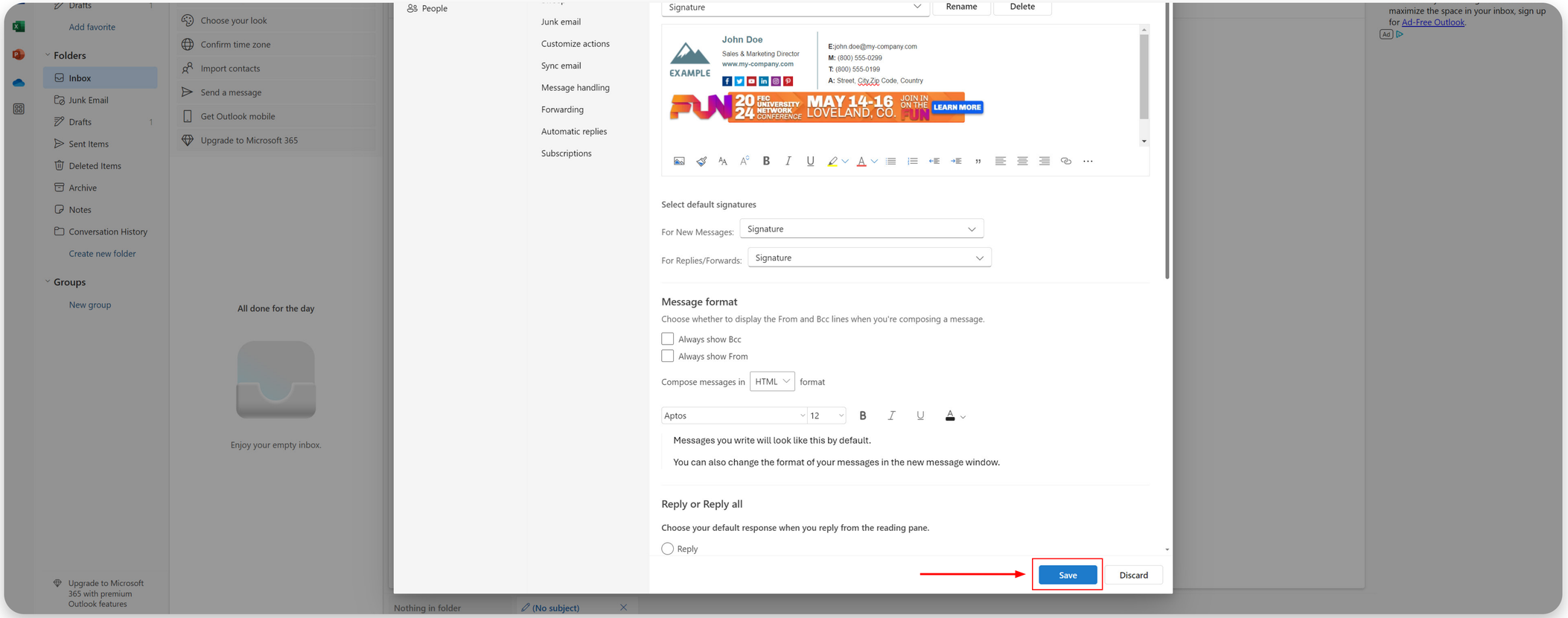
Navigate back to your outlook tab. Make sure you click into the content box near the end of your current signature so that the typing cursor is blinking.

7



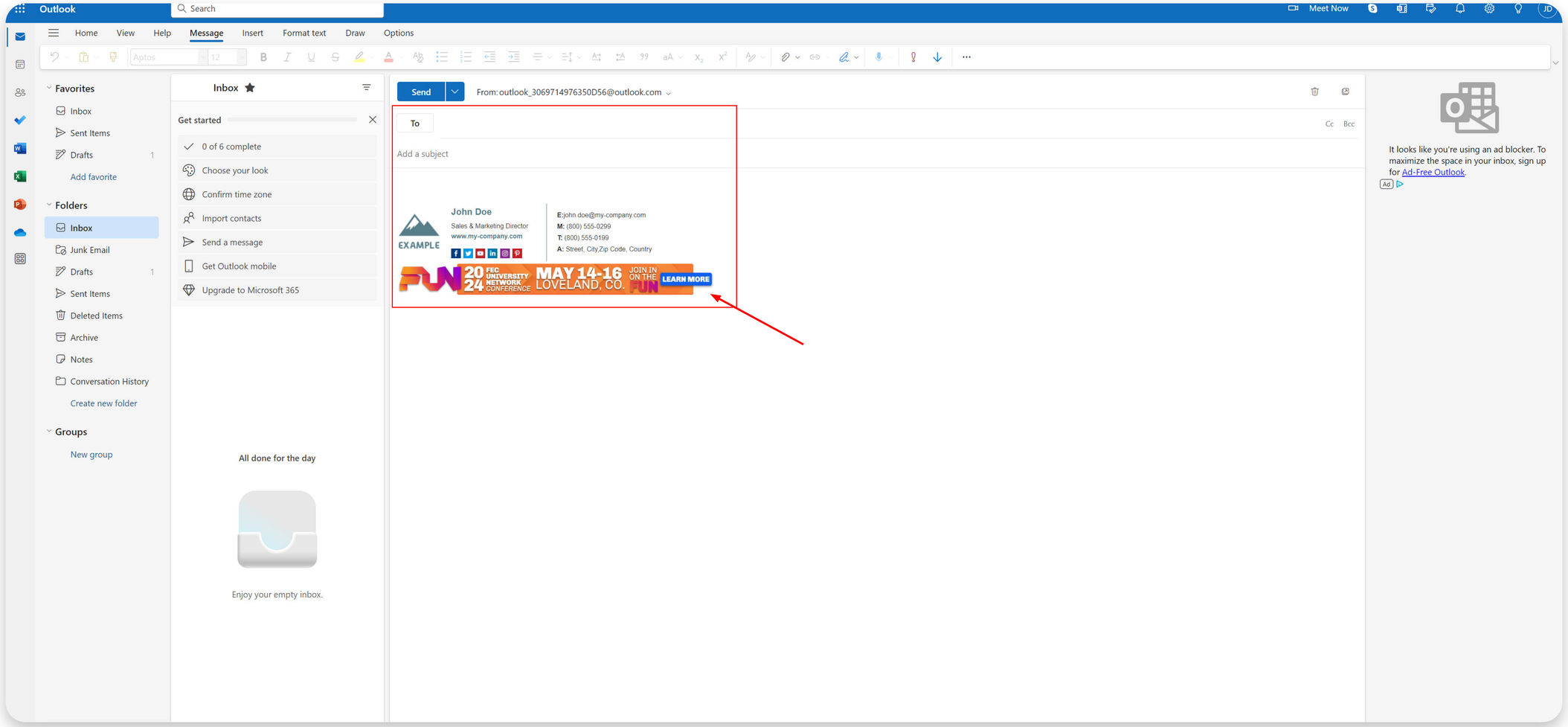
In the Signature content window, with blinking typing cursor, paste the promo signature using the CTRL+V or CMD+V command on the keyboard. You can also right click on the content space and paste. Make sure the signature looks correct.

8



Now that the signature has been successfully pasted into the outlook signature settings, scroll to the bottom of the settings page, and click the “Save” button. **It’s very important we save these changes before continuing.** After the settings are saved, you can return to the outlook home screen.

9



After the settings are saved, return to your outlook inbox screen. With your promo signature successfully added, you should make sure the signature is working as intended. Click the “New mail” button to start a new email. In the new email window your signature should appear and you can begin writing your email. **I recommend sending the test email to yourself or an email account you have access to on desktop and mobile.** Test all the links in the signature are working and redirecting correctly.

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Need help? Stuck on a step?

Don’t hesitate to reach out to me for help! I can walk you through the steps by phone or video.

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