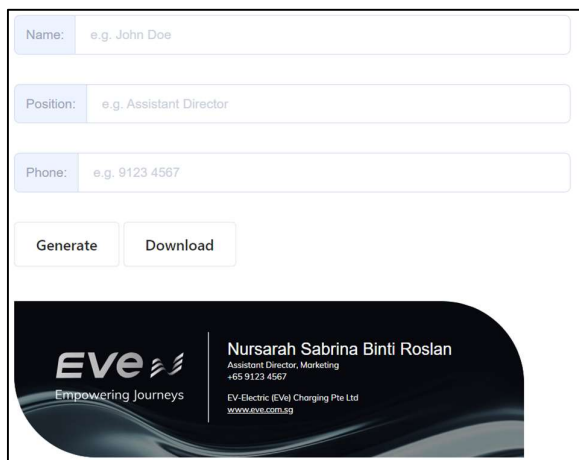


## Creating an EVE Outlook Signature

1. Head to [https://tanjoash.github.io/EVe\\_img\\_host/](https://tanjoash.github.io/EVe_img_host/)

2. The following page will be shown:



The screenshot shows a web form for generating an EVE Outlook signature. It has three input fields: 'Name' with the placeholder 'e.g. John Doe', 'Position' with 'e.g. Assistant Director', and 'Phone' with 'e.g. 9123 4567'. Below these are two buttons: 'Generate' and 'Download'. At the bottom is a preview of the generated signature card. The card has a dark blue background with a wavy pattern. On the left is the EVE logo with the tagline 'Empowering Journeys'. On the right, the text reads: 'Nursarah Sabrina Binti Roslan', 'Assistant Director, Marketing', '+65 9123 4567', 'EV Electric (EVe) Charging Pte Ltd', and 'www.eve.com.sg'.

3. Write in the relevant details in the following format:

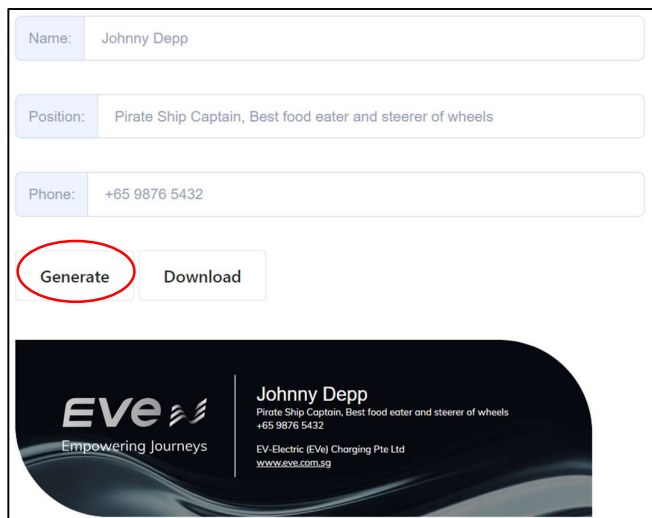
**Name:** <Preferred/Full name> (e.g. Johnny Depp)

**Position:** <Position> (e.g. Pirate Ship Captain, Best food eater...)

**Phone:** +65 XXXX XXXX

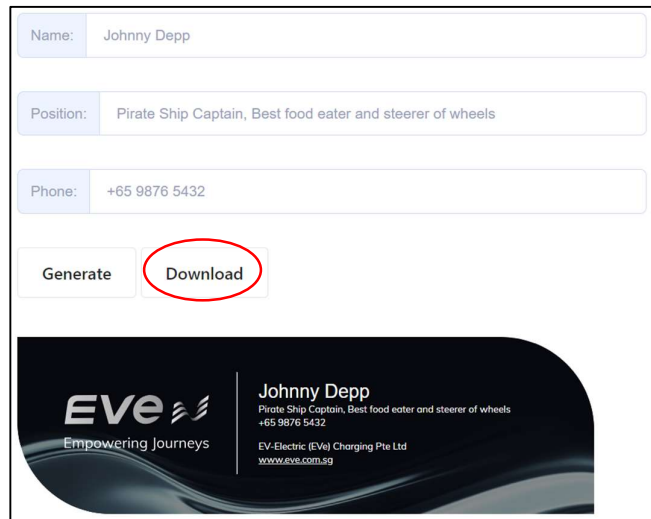
**Note:** Please follow the correct format as a standardization practice across EVE

4. Click on Generate and the EVE name card below should be updated immediately.



This screenshot shows the same web form as before, but with the 'Generate' button circled in red. The input fields now contain: 'Name: Johnny Depp', 'Position: Pirate Ship Captain, Best food eater and steerer of wheels', and 'Phone: +65 9876 5432'. The preview card at the bottom is updated to show: 'Johnny Depp', 'Pirate Ship Captain, Best food eater and steerer of wheels', '+65 9876 5432', 'EV Electric (EVe) Charging Pte Ltd', and 'www.eve.com.sg'.

5. Click on Download and a png file should be downloaded with the name “signature.png”



The screenshot shows a form for generating a signature. The form has three input fields: "Name:" with the value "Johnny Depp", "Position:" with the value "Pirate Ship Captain, Best food eater and steerer of wheels", and "Phone:" with the value "+65 9876 5432". Below the form are two buttons: "Generate" and "Download". The "Download" button is circled in red. Below the form is a preview of the signature, which is a dark blue banner with the "EVE" logo and the text "Empowering Journeys" on the left, and the contact information on the right.

Name: Johnny Depp

Position: Pirate Ship Captain, Best food eater and steerer of wheels

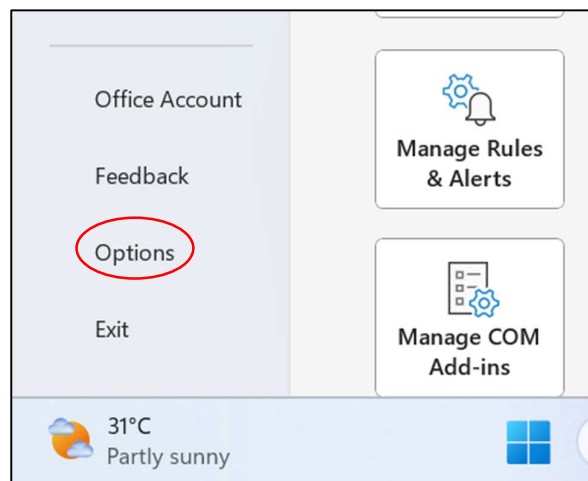
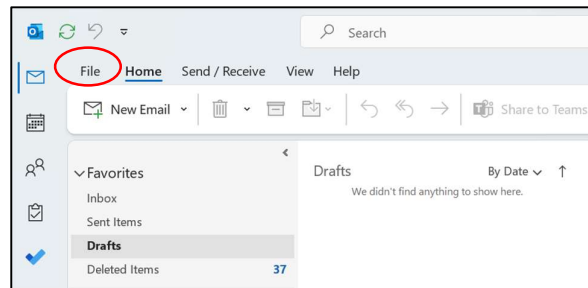
Phone: +65 9876 5432

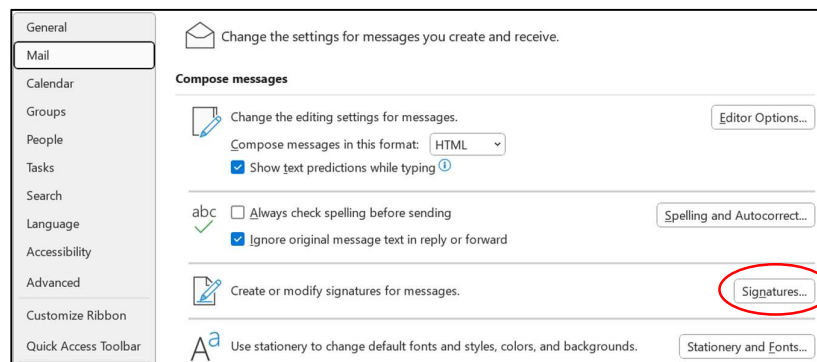
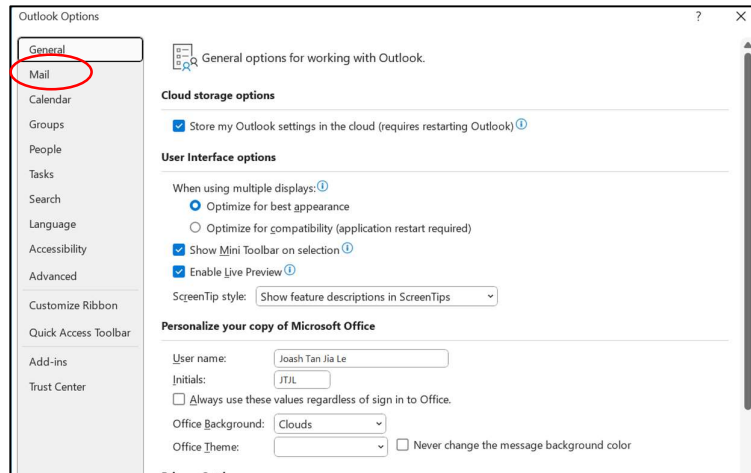
Generate Download

**EVE**  
Empowering Journeys

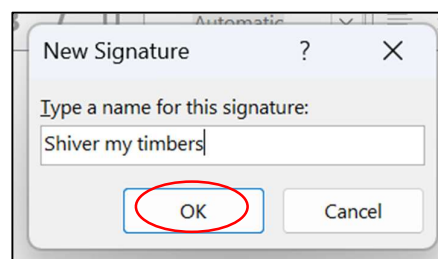
**Johnny Depp**  
Pirate Ship Captain, Best food eater and steerer of wheels  
+65 9876 5432  
EV-Electric (EVe) Charging Pte Ltd  
www.eve.com.sg

6. Next, head to your outlook and click on **File > Options > Mail > Signatures** (see figures below).

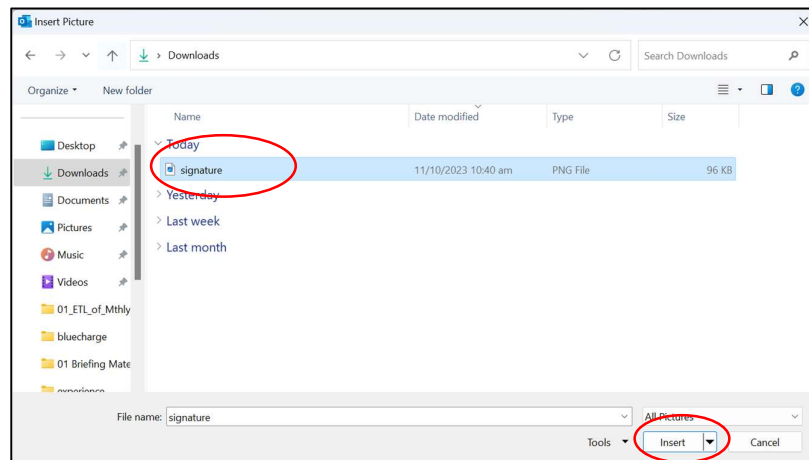
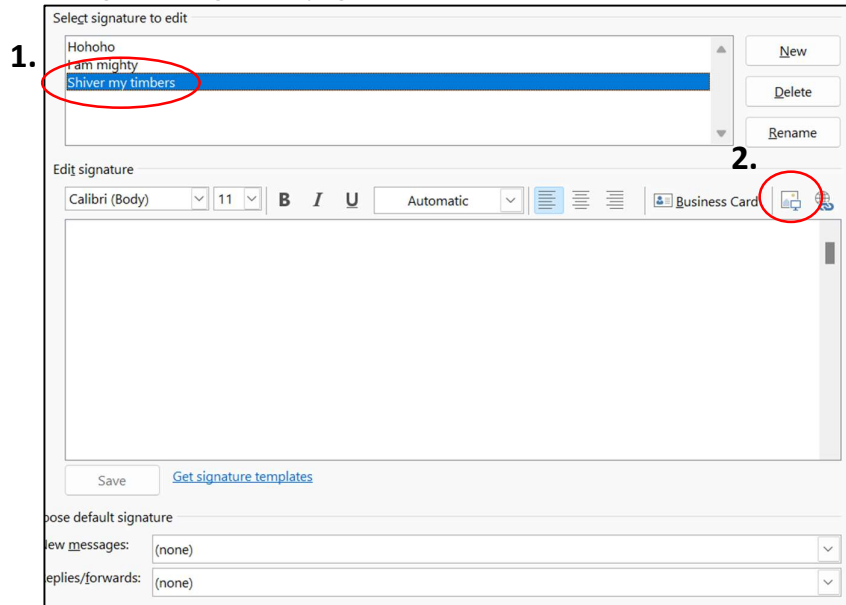




7. The “Signatures and Stationery” window will pop up. Click on **New > [Type in a name for your signature] > Ok**



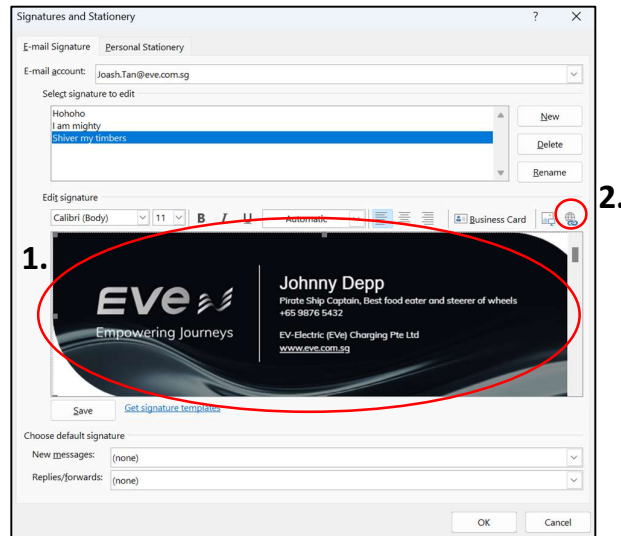
8. You have successfully created a signature! 😊 Now we are going to attach “signature.png” to the newly created signature. Ensure that your newly created signature is selected. Click the icon as shown in the figure below and navigate to “signature.png”.



Note: You may delete signature.png after this step if you want to keep your computer clean.

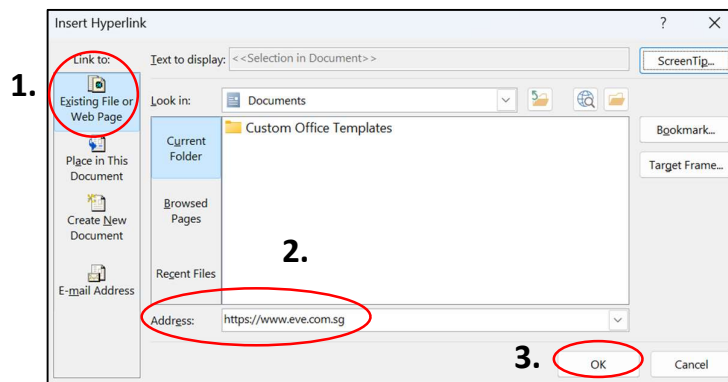
**THERE ARE STILL MORE STEPS BELOW**

9. Your EVE signature is now added to your newly created signature but our image looks not very HD and it is too big. We are going to fix that but let us first add a **hyperlink** to the image so that people can navigate to [eve.com.sg](https://www.eve.com.sg) when users click on the image.  
**Select your image and click on the right most icon.**

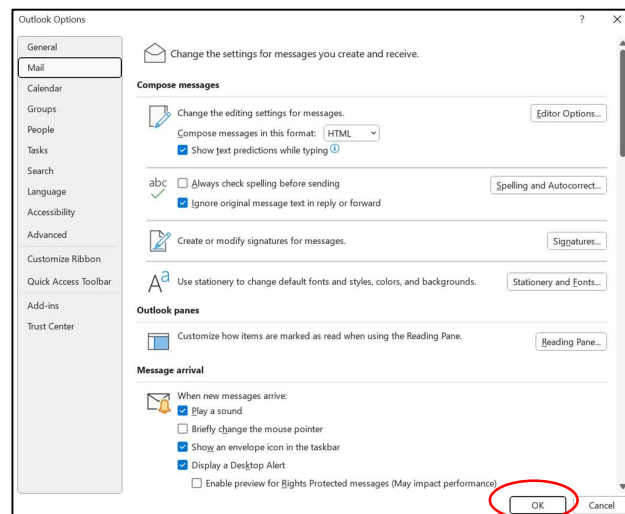
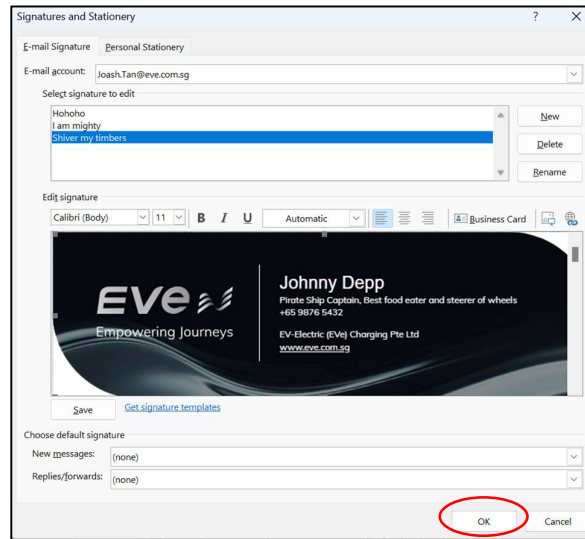


10. A pop up will appear. Copy and paste EVE's website in the textbox as shown in the figure below and finally click OK.

**<https://www.eve.com.sg>**



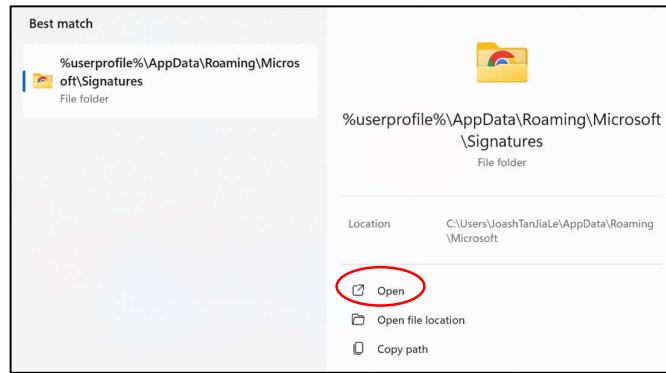
11. Click OK **twice** to close both windows.



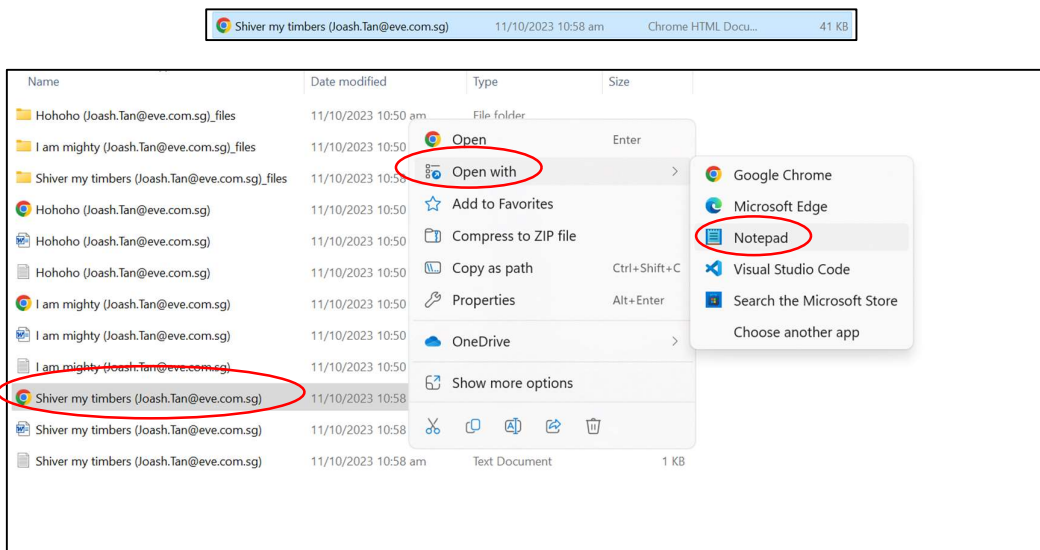
12. **Please follow the next few steps closely.** Open your windows search bar, copy and paste the following text out.

**%userprofile%\AppData\Roaming\Microsoft\Signatures**

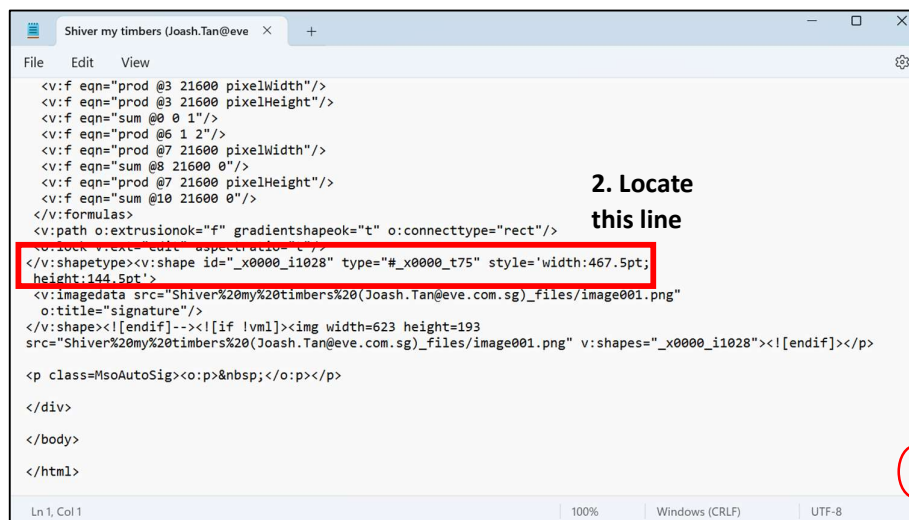




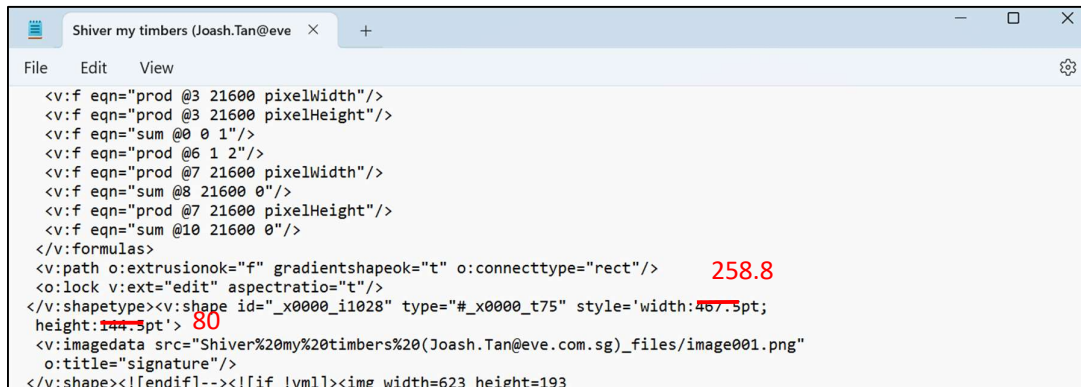
13. Click on Open and a whole folder of your signatures will appear. **Navigate to the relevant signature with the correct filetype (i.e. .HTML) > right click > Open with > Notepad**



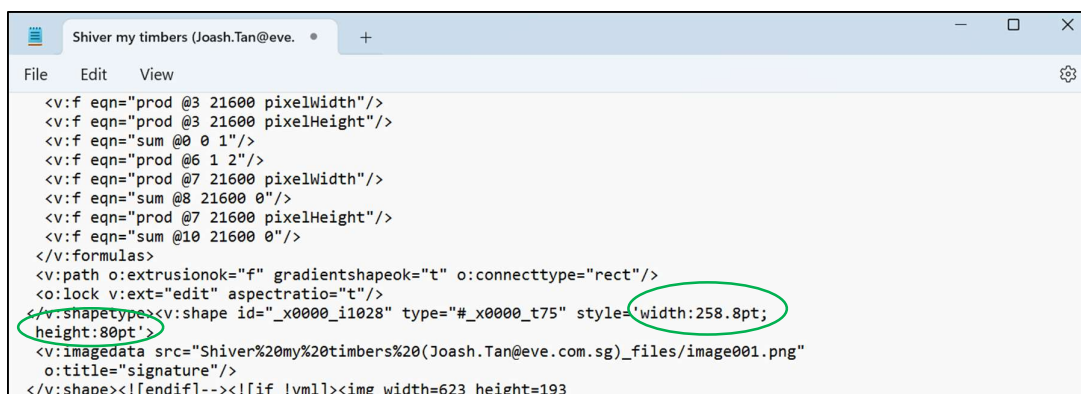
14. Scroll all the way down to the very bottom of the document and find a line that looks like the on in the red rectangle.



15. Change the value of width from “467.5pt” to “258.8pt” AND height from “144.5pt” to “80pt”.

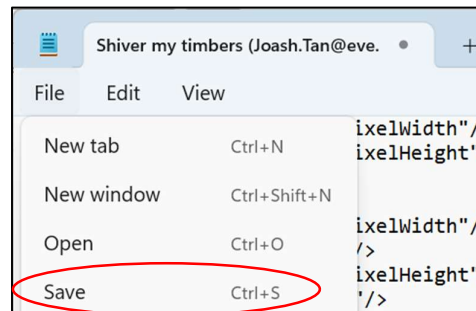


```
<v:f eqn="prod @3 21600 pixelWidth"/>
<v:f eqn="prod @3 21600 pixelHeight"/>
<v:f eqn="sum @0 0 1"/>
<v:f eqn="prod @6 1 2"/>
<v:f eqn="prod @7 21600 pixelWidth"/>
<v:f eqn="sum @8 21600 0"/>
<v:f eqn="prod @7 21600 pixelHeight"/>
<v:f eqn="sum @10 21600 0"/>
</v:formulas>
<v:path o:extrusionok="f" gradientshapeok="t" o:connecttype="rect"/>
<o:lock v:ext="edit" aspectratio="t"/>
</v:shapetype><v:shape id="_x0000_i1028" type="#_x0000_t75" style='width:467.5pt; height:144.5pt'>
  80
  258.8
  <v:imagedata src="Shiver%20my%20timbers%20(Joash.Tan@eve.com.sg)_files/image001.png"
    o:title="signature"/>
</v:shape><![endif]--><![if !vml]><img width=623 height=193
```



```
<v:f eqn="prod @3 21600 pixelWidth"/>
<v:f eqn="prod @3 21600 pixelHeight"/>
<v:f eqn="sum @0 0 1"/>
<v:f eqn="prod @6 1 2"/>
<v:f eqn="prod @7 21600 pixelWidth"/>
<v:f eqn="sum @8 21600 0"/>
<v:f eqn="prod @7 21600 pixelHeight"/>
<v:f eqn="sum @10 21600 0"/>
</v:formulas>
<v:path o:extrusionok="f" gradientshapeok="t" o:connecttype="rect"/>
<o:lock v:ext="edit" aspectratio="t"/>
</v:shapetype><v:shape id="_x0000_i1028" type="#_x0000_t75" style='width:258.8pt; height:80pt'>
  <v:imagedata src="Shiver%20my%20timbers%20(Joash.Tan@eve.com.sg)_files/image001.png"
    o:title="signature"/>
</v:shape><![endif]--><![if !vml]><img width=623 height=193
```

16. Save the document by pressing **CTRL + S** or navigating to **file > save**.

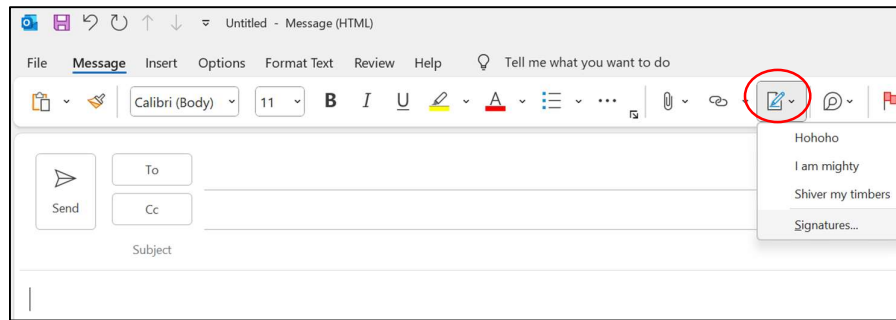


17. Congratulations, you are done!

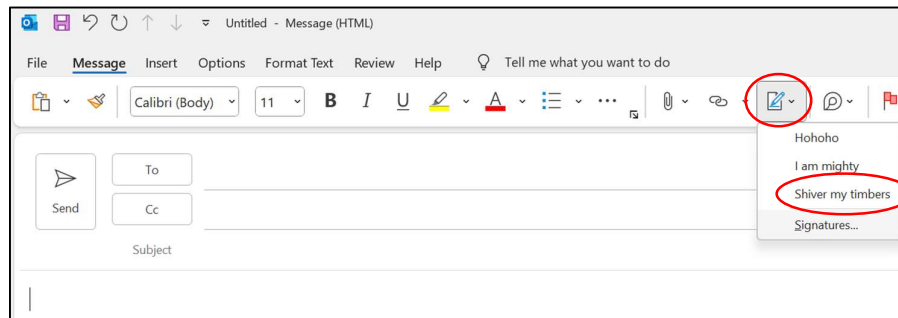
- You may now default this signature when writing a new email or when replying/forwarding
- Add this signature when required



a.



b.



## Result

