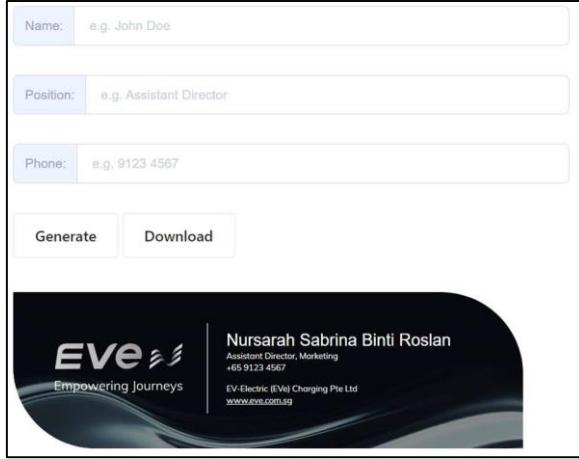


Creating an EVe Outlook Signature

1. Head to https://evebi.github.io/EVe_img_host/

2. The following page will be shown:



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

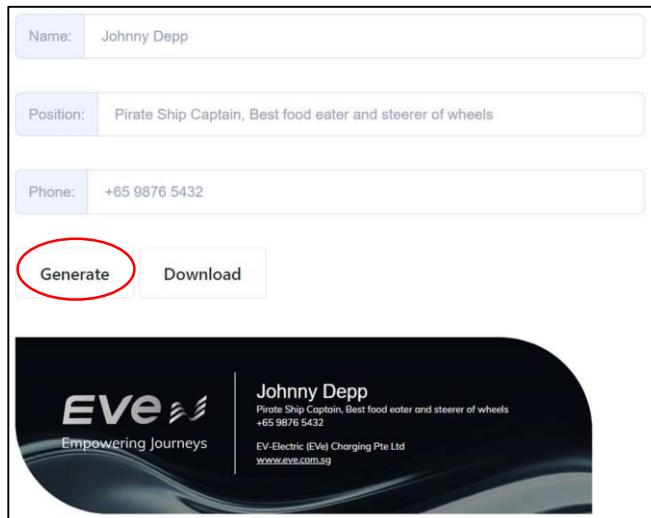
Name: <Preferred/Full name> (e.g. Johnny Depp)

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

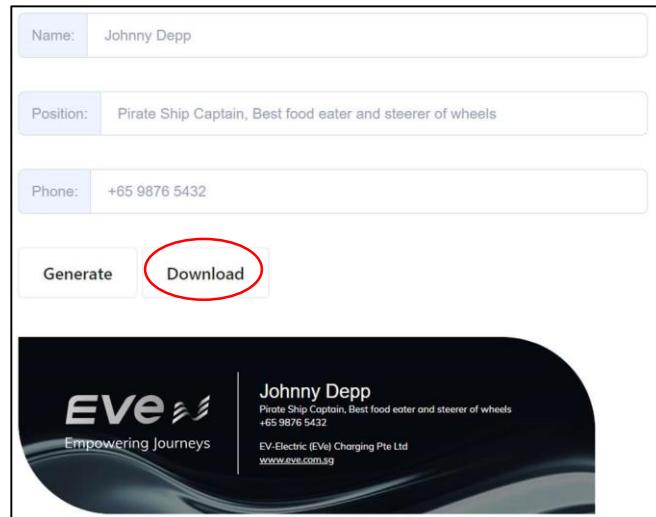
Phone: +65 XXXX XXXX

Note: Please follow the correct format as a standardization on practice across EVe

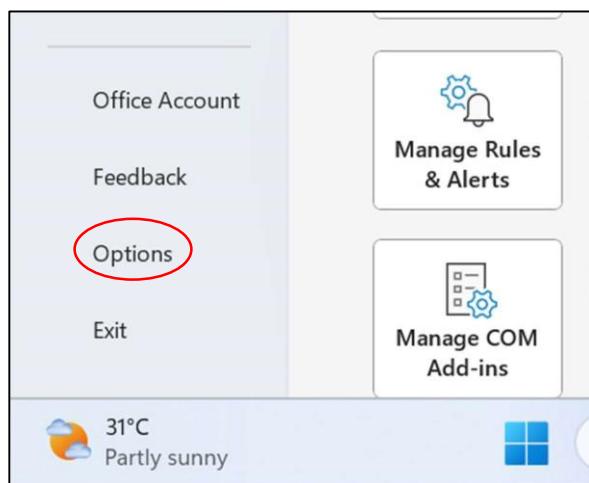
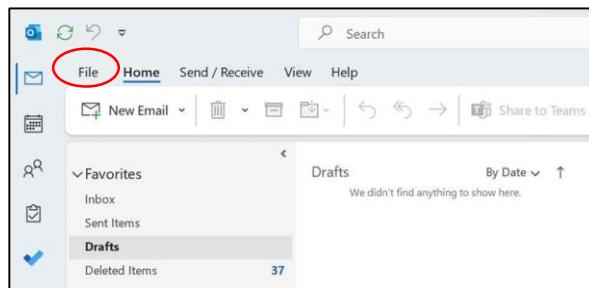
4. Click on Generate and the EVe name card below should be updated immediately.

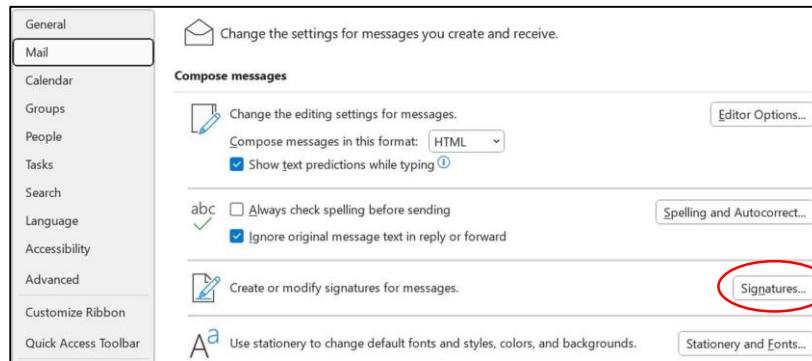
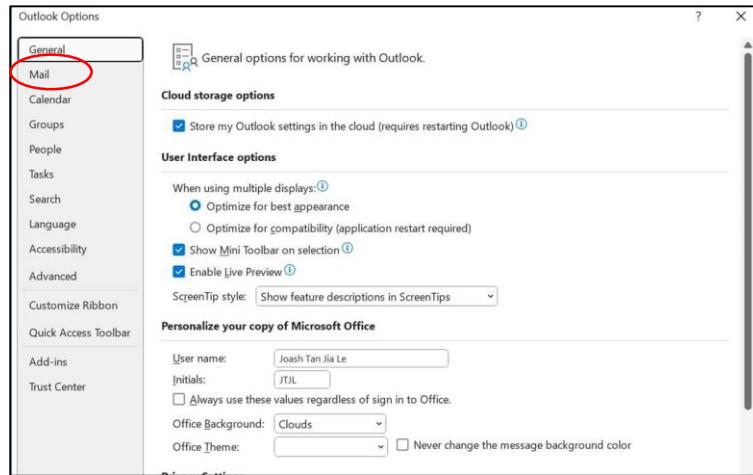


5. Click on Download and a png file should be downloaded with the name “signature.png”

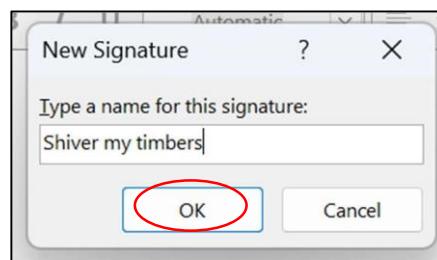


6. Next, head to your outlook and click on **File > Options > Mail > Signatures** (see figures below).



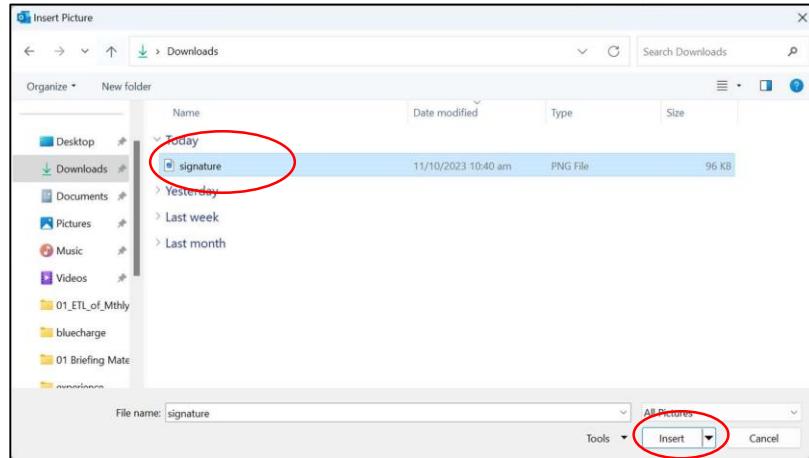
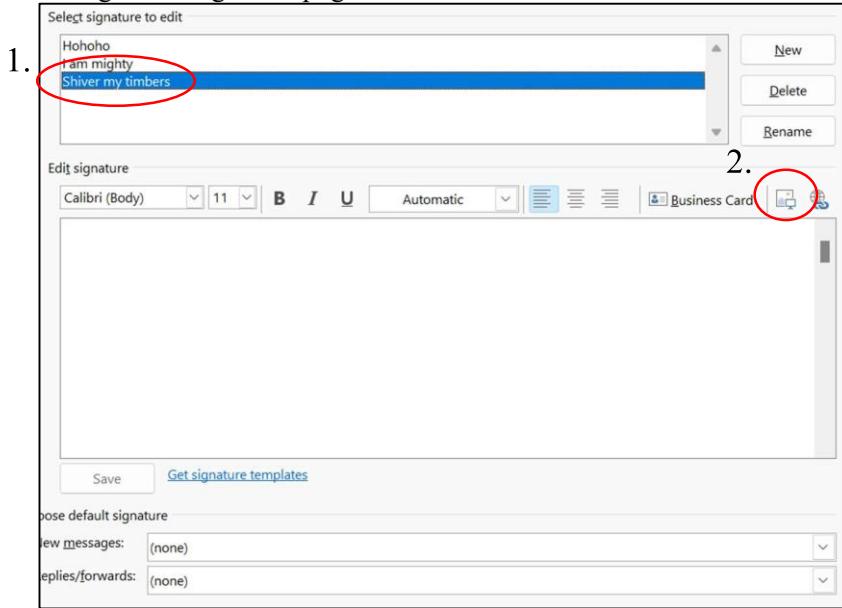


7. The “Signatures and Stationery” window will pop up. Click on **New** > [Type in a name for your signature] > **Ok**



8. You have successfully created a signature! 😊 Now we are going to attach “signature.png” to the newly created signature.

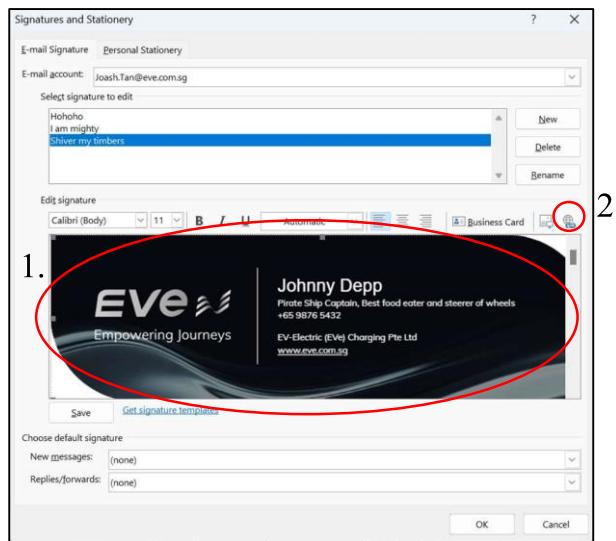
Ensure that your newly created signature is selected. Click the icon as shown in the figure below and navigate to “signature.png”.



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

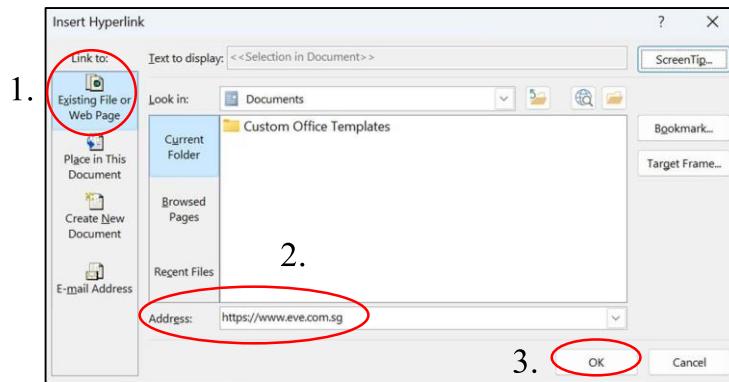
THERE ARE STILL MORE STEPS BELOW

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 when users click on the image. **Select your image and click on the right most icon.**

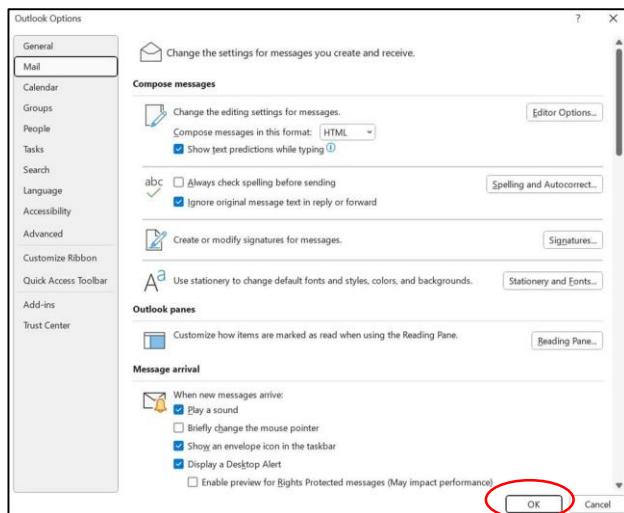
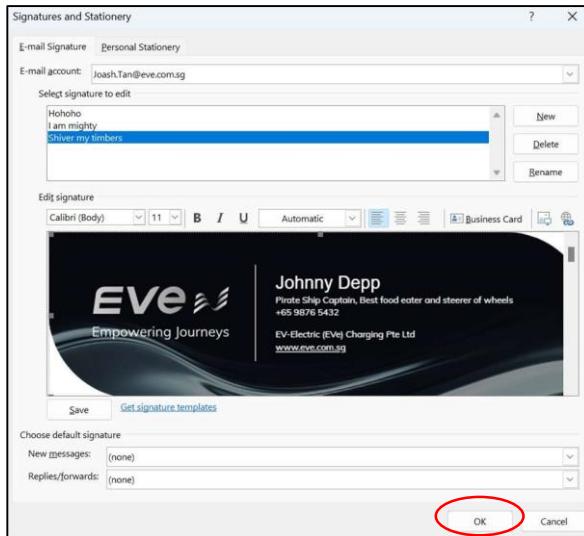


10. A pop up will appear. Copy and paste EVe's website in the textbox as shown in the figure below and finally click OK.

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



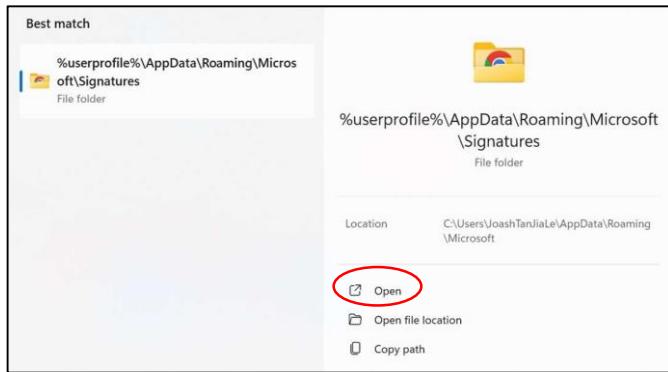
11. Click OK twice to close both windows.



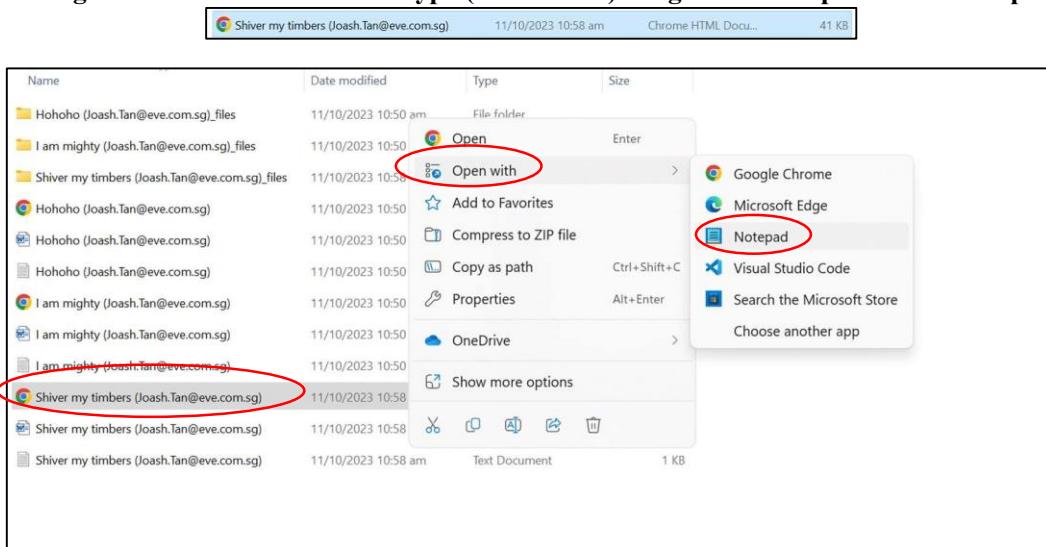
12. Please follow the next few steps closely. Open your windows search bar, copy and paste the following text out.

%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 red rectangle.

```

<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 @2 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">
</v:shape><v:shape id="_x0000_i1028" type="#_x0000_t75" style='width:467.5pt;
height:144.5pt'>
<v:imagedata src="Shiver%20my%20timbers%20(Joash.Tan@eve.com.sg)_files/image001.png"
o:title="signature"/>
</v:shape><![endif]--><![if !vm1]><![endif]></p>
<p class=MsoAutoSig><o:p>&nbsp;</o:p></p>
</div>
</body>
</html>

```

2. Locate this line

1. Scroll all the way down!

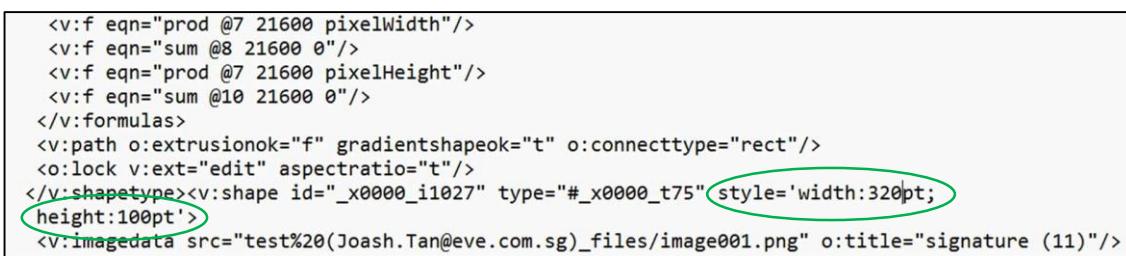
15. Change the value of width from “467.5pt” to “320pt” AND height from “144.5pt” to “100pt”.



```

<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"/> 320
<o:lock v:ext="edit" aspectratio="t"/>
</v:shapetype><v:shape id="_x0000_i1027" type="#_x0000_t75" style='width:468pt;
height:144.5pt'> 100
<v:imagedata src="test%20(Joash.Tan@eve.com.sg)_files/image001.png" o:title="signature (11)"/>
</v:shape><![endif]--><![if !vml]><![endif]><!--[if gte vml 1]>
<v:shape
id="_x0000_i1026" type="#_x0000_t75" style='width:320pt;height:100pt'>
<v:imagedata src="test%20(Joash.Tan@eve.com.sg)_files/image001.png" o:title="signature (11)"/>
</v:shape><![endif]--><![if !vml]><![endif]><o:p></o:p></p>

```

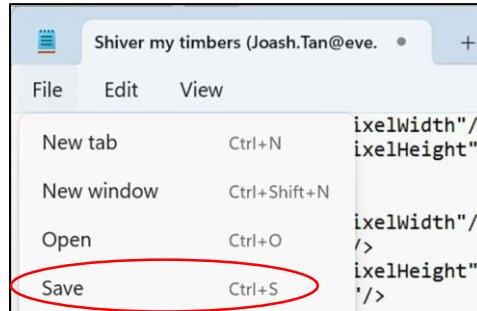



```

<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_i1027" type="#_x0000_t75" style='width:320pt;
height:100pt'>
<v:imagedata src="test%20(Joash.Tan@eve.com.sg)_files/image001.png" o:title="signature (11)"/>

```

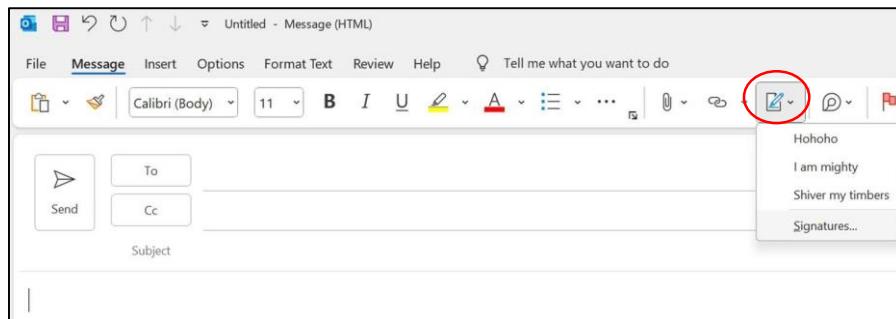
16. Save the document by pressing **CTRL + S** or navigating to **file > save**.



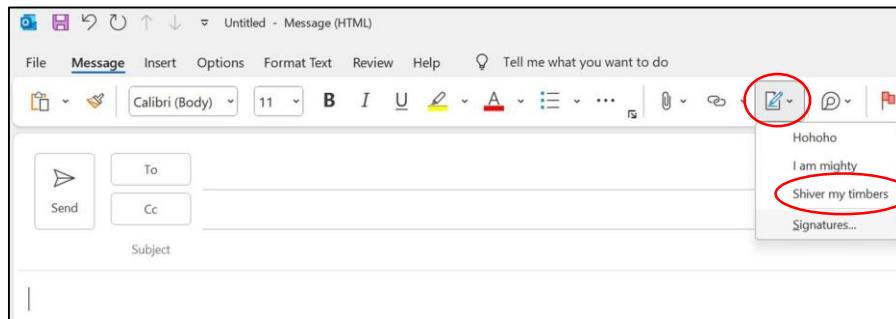
17. Congratulations, you are done!

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

a.



b.



Result

