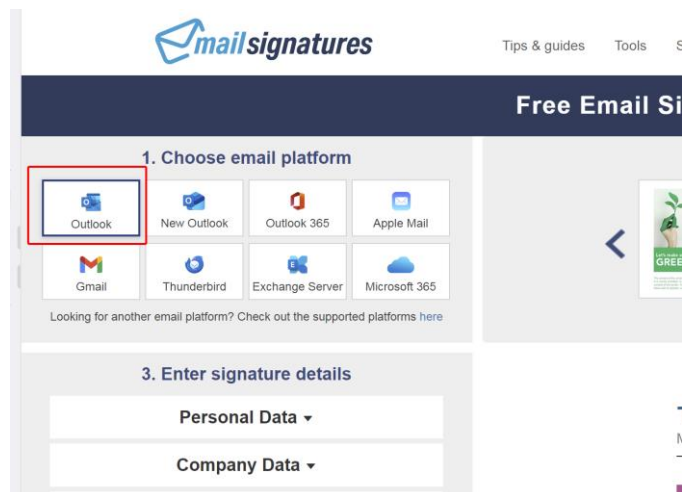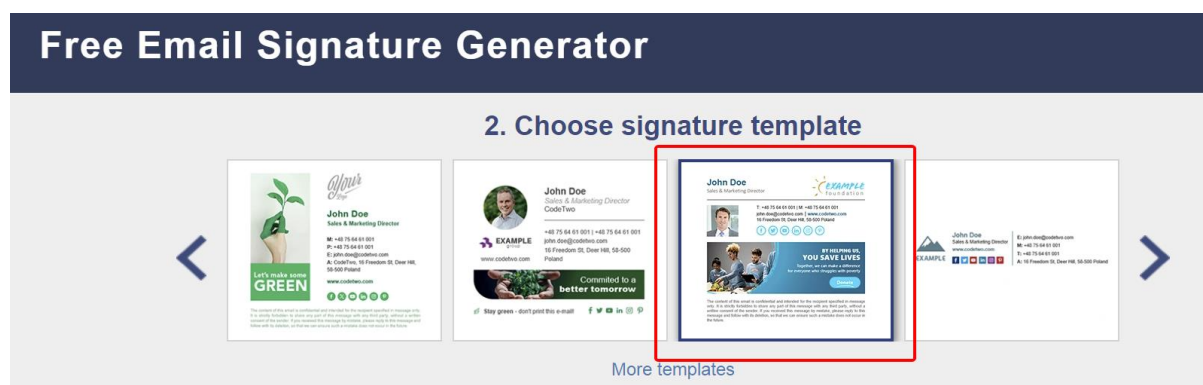Bước 1: Vào link

https://www.mail-signatures.com/signature-generator/#/user-data

Bước 2: Chọ định dạng Email => Outlook

Bước 3: Chọn kiểu chữ ký:

Bước 4: Điền các thông tin vào các trường sau:

Riêng các mục điền theo mẫu công ty như sau:

- Graphics:
    + Photo URL: Copy hình ảnh từ facebook hoặc các trang mạng cá nhân:
    + Logo URL: https://maithu.com.vn/wp-content/uploads/2022/08/logo-mt.png
    + Logo linking to: https://maithu.com.vn/

+ Banner URL: https://maithu.com.vn/wp-content/uploads/2022/07/Rectangle-2.jpg

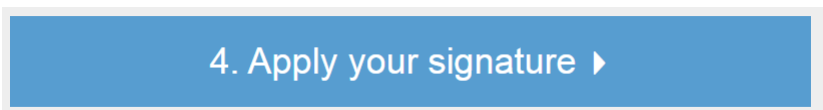+ Banner linking to: https://maithu.com.vn/catalogue/

Disclaimer text:

IMPORTANT NOTICE: If there is anything about the important information (payment, bank account and so on) to be changed, we will confirm with you by phone or fax. If there is only email, but no inform by phone or fax. Please don't make any reaction!

Social Media Links: 3 mục:

- FB: https://www.facebook.com/MaiThuPackaging
- Youtube: https://www.youtube.com/@maithupackaging
- Whatsapp: https://web.whatsapp.com/send?phone=84913807692&text=

Bước 5: Chọn mục 4. Apply your signature

Bước 6: Chọn Copy

How to add this signature to Outlook

1. Copy the signature to the clipboard.

2. In Outlook 2019/2016/2013/2010, click **New Email (Ctrl + N)** on the ribbon.

3. In the new message window, go to **Signature** (the **Include** group) > **Signatures**.

4. Create a new signature by clicking the **New** button.

5. **Paste** the copied signature into the **Edit signature** section (**Ctrl + V**).

6. Click **OK**.

If you use Outlook 2007 or 2003, follow these instructions instead:

- Outlook 2007
- Outlook 2003

Bước 7: Vào Chữ ký Out look -> Tạo mới -> Paste vào là xong