

[< Back](#)

Signature language

English ▼

Full name

Alexander Smirnov

Email

A.Val.Smirnov@metinvestholding.com

Company

Metinvest-SMC LLC ▼

Position

Administrative specialist

Additional information (optional)

For example, a scientific degree

Main phone number

+38 099 999 99 99

Additional number (if needed)

+38 099 999 99 99

## Email signature creation

Sincerely,

**Alexander Smirnov**  
Administrative specialist  
Metinvest-SMC LLC  
Metinvest Group

+38 099 999 99 99

+38 099 999 99 99

[A.Val.Smirnov@metinvestholding.com](mailto:A.Val.Smirnov@metinvestholding.com)  
[metinvest-smc.com](https://metinvest-smc.com)

Watch how to add a signature to emails in Outlook [desktop](#) or [online](#)

Signature has been copied to the clipboard

[Download QR code](#)[Copy signature](#)

Натисніть  
“Копіювати підпис”  
Click “Copy signature”



Create n...

СП СДО Метинвест Политехника  
На вас чекають майб... Tue 10-31  
Привіт Олександр, На вас чекаю...

У пошті оберіть  
“Налаштування”  
Select “Settings”  
in a mail client

Select an item to read

Nothing is selected

Settings

Q Search settings

General

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Junk email

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Sync email

Message handling


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У меню знайдіть “Створення повідомлень і відповідей на них”  
Find “Compose and reply” in the menu

How do you want to focus on what matters most?

Text size and spacing

This will change the font size and number of messages.

☐ Small

☐ Medium

☒ Large

Message organization

How do you want your messages to be organized?

☒ Show email grouped by conversation

☐ Show email as individual messages

Arrange the reading pane

☐ Newest on top

Create n...

На вас чекають майб... Tue 10-31

Привіт Олександр, На вас чекаю...

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Email signature

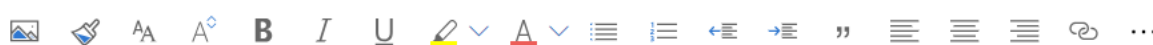
Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

Edit signature name

Натисніть  
"Новий підпис"  
Click "New signature"



☐ Include a link to my bookings page in my signature

Select default signatures

For New Messages: (No signature)

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Email signature



Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

My new signature

Введіть назву  
Input a title





AA



A<sup>o</sup>



**B**



*I*


U




 


 





...

☐ Include a link to my bookings page in my signature

Select default signatures

Save

Discard

## Settings

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## Compose and reply

### Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

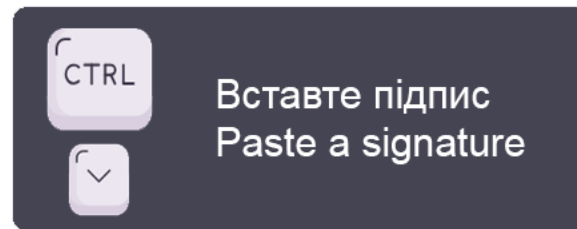
+ New signature

My new signature

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[metinvest-smc.com](http://metinvest-smc.com)



☐ Include a link to my bookings page in my signature

Select default signatures

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

















+ New signature

My new signature

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[metinvest-smc.com](http://metinvest-smc.com)







 AA A° **B** *I* U                      













## Groups


 People

























☐ Include a link to my bookings page in my signature

### Select default signatures

For New Messages:

My new signature

(No signature)

For Replies/Forwards.

## My new signature

## Message format

Choose whether to display the From and Bcc lines when you're composing

☐ Always show Bcc☐ Always show From

Compose messages in **HTML**  format

Antos	12
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Прокрутіть вниз  
Оберіть підпис  
Scroll down  
Choose a signature

Можна обрати, щоб підпис був тільки в нових повідомленнях та/або у відповідях і пересланих повідомленнях.  
It is possible to choose whether the signature should appear in new messages or/and forwards and replies.


Save

Discard





## Groups

 People

Antos	12
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## Натисніть “Зберегти” Click “Save”

Save

Discard