Steps to apply your signature in Thunderbird (Option 1)

1. Open the file. 📄 CPI_Email_Signature_HTML.txt

2. Copy the HTML codes in any text editor (notepad++, toad, sublime, etc.)

3. Edit the following details.

```
16                          font-size:0pt;width:30%;vertical-align:left;text-align:center"
17                          valign="top" align="left">
18                          <div><img alt=" CPI logo"
19    src="https://s3-ap-southeast-1.amazonaws.com/cpi.public.files/NEW_CPI_logo.png"
20                              style="font-size: 0pt; box-sizing: border-box;"
21                              width="153" height="172" border="0"><br>
22                          </div>
23                          <div><br>
24                          </div>
25                      </td>
26                      <td style="box-sizing:border-box;padding:0px 0px 5px
27                          10px;color:rgb(42,42,42);width:326px;vertical-align:top"
28                          valign="top"><font face="Inter"><span
29                              style="box-sizing:border-box;font-weight:700"><span
30    style="box-sizing:border-box;color:rgb(0,108,46)"><span
31                                  style="box-sizing:border-box;color:rgb(8,115,248)"><font
32                                  size="4">Ma. Rosario "Ito" M. Gruet</font></span></span></span><br>
33                              style="box-sizing:border-box">
34                              <font size="2" color="#8c8c8c"><span
35                                  style="box-sizing:border-box">Executive Vice
36                                  President<br>
37                                  <br>
38                              </span><span style="box-sizing:border-box"></span></font><font
39                              size="2"><font color="#8c8c8c"><span
40                                  style="box-sizing:border-box"><font
41                                  color="#0873f8"><b>Computer Professionals,
42                                      Inc.</b></font><br>
43                              </font></font><font color="#8c8c8c"><span
44                                  style="box-sizing:border-box">M: +63917 534
45                                  0033 </span><span
46                                  style="box-sizing:border-box">E: <a
47                                  href="mailto:rmgruet@cpi.com.ph"
48                                  target="_blank">rmgruet@cpi.com.ph</a><br>
49                              </span></font></font></font><br>
50                          <font face="Inter"><font size="2"><font
51                              color="#8c8c8c"><span
52                              style="box-sizing:border-box"><font
53                              face="Inter"><font size="2"><span
54                                  style="box-sizing:border-box">Penthouse,
55                                  Henrys Building, 80 Ortigas Avenue,
56                                  Greenhills<br>
57                                  style="box-sizing:border-box">
58                              </span><span style="box-sizing:border-box">San
59                              Juan City, Metro Manila, Philippines
```

4. Copy the edited HTML codes.

5. Click on your email account name in the folder tree in the left pane.

6. Click **Account settings**.

7. Scroll down to **Signature text** and select the **Use HTML** checkbox.

8. Paste the copied HTML code into the signature input field.

Steps to apply your signature in Thunderbird (Option 2)

1. Copy the template signature sent to your email and paste in a blank draft.

2. Edit the following details.

3. Copy the signature in the draft by pressing the combination of Crtl+A on the keyboard or going to the **Edit** tab and then clicking the **Select All** option.

4. Once the whole signature has been selected, go to the **Insert** tab and then click the **HTML…** option.

5. In a new pop-up window, you should see your signature in form of HTML code. Copy the HTML codes and click **Cancel.**

6. Click on your email account name in the folder tree in the right pane.

7. Click **Account settings**.

8. Scroll down to **Signature text** and select the **Use HTML** checkbox.

9. Paste the copied HTML code into the signature input field.