

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><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     </span></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. Then, in the right side 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.

Regards,



Ma. Rosario "Ito" M. Gruet

Executive Vice President

Computer Professionals, Inc.

M: +63917 534 0033 E: rmgruet@cpi.com.ph

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3. Copy the signature in the draft by pressing the combination of Ctrl+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 left pane.
7. Then, in the right side 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.