

# Specialdocs eSignature Installation Instructions

# Table of Contents

<u>Step 1: Configure Your Signature</u> .....	3
<u>Step 2: Installing Your Signature</u> .....	6
<u>Installing on Microsoft Office 365</u> .....	8
<u>Installing on Microsoft Outlook</u> .....	13
<u>Installing on Mac Mail</u> .....	26
<u>Installing on iOS Mail</u> .....	30
<u>Installing on Gmail</u> .....	37
<u>Installing on Android Mail Apps</u> .....	42

# Step 1: Configure Your Signature

# Email Signature Generator

We created an online tool to make it easy for you to generate, preview, and install your employee signature, with only a few steps!

Please visit our Signature Generator Tool here to get started:

[https://specialdocs.com//email/  
signature/](https://specialdocs.com//email/signature/)

**Employee Email Signature Generator**

Please enter your details below to generate your email signature:

Your Name	Job Title
yourname@yoursite.com	(555) 555-5555 Ext
(555) 555-5555	Fax Number
PREVIEW SIGNATURE	
EXPORT TO GMAIL OR MAC MAIL	EXPORT TO IOS MAIL
EXPORT TO OUTLOOK (DESKTOP)	EXPORT TO OFFICE 365

This is what your e-signature will look like to recipients:

Your Name  
Job Title  
5350 W Example RD  
City, FL 55555  
E: yourname@yoursite.com  
P: (555) 555-5555  
M: (555) 555-5555

# Email Signature Generator

### Employee Email Signature Generator

Please enter your details below to generate your email signature:

1 Name      2 Job Title

3 Email Address      4 Phone Number      Ext

Mobile Number      Fax Number

5 PREVIEW SIGNATURE

[EXPORT TO GMAIL OR MAC MAIL](#)      [EXPORT TO IOS MAIL](#)

[EXPORT TO OUTLOOK \(DESKTOP\)](#)      [EXPORT TO OFFICE 365](#)

- Enter your name, job title, email address, and phone number.
- Note: The fields with a Red dot in the image above are optional.
- Then, click “Preview Signature” to preview your signature and make sure everything was entered correctly.

# Step 2: Installing Your Signature

# Installing Your Signature: Overview

After generating your signature, use our Signature Generator Tool to export to the email client which you are currently using:

- [Microsoft Office 365](#) (online):  Office 365
- [Microsoft Outlook](#) (desktop; versions 2010, 2013, and 2016):  Outlook
- [Mac Mail](#) (desktop): 
- [iOS Mail](#) (mobile): 
- [Android Mail Apps](#) (mobile): 
- [Gmail](#) (desktop): 

Please refer to the following pages for instructions on how to install on your email client.

Note: If you are using a mobile device, you need to open the Signature Generator Tool on that device in a web browser (Safari, Google Chrome, etc.) Detailed instructions on how to do this will be described in the following pages.

# Installing on Microsoft Office 365

# Installing On Microsoft Office 365

- Please click the “Export To Office 365” button as shown to the right.
- When you click the button, a dialog box like to the one below will notify you that the signature was copied to your clipboard. Click okay and continue with the instructions.

**Employee Email Signature Generator**  
Please enter your details below to generate your email signature:

Your Name  Job Title   
yourname@yoursite.com  (555) 555-5555  Ext.   
(555) 555-5555  Fax Number

**PREVIEW SIGNATURE**

**EXPORT TO GMAIL OR MAC MAIL**  **EXPORT TO IOS MAIL**

**EXPORT TO OUTLOOK (DESKTOP)**  **EXPORT TO OFFICE 365**

This is what your e-signature will look like to recipients:

Your Name  
Job Title  
5350 W Example RD  
City, FL 55555  
E: yourname@yoursite.com  
P: (555) 555-5555  
M: (555) 555-5555

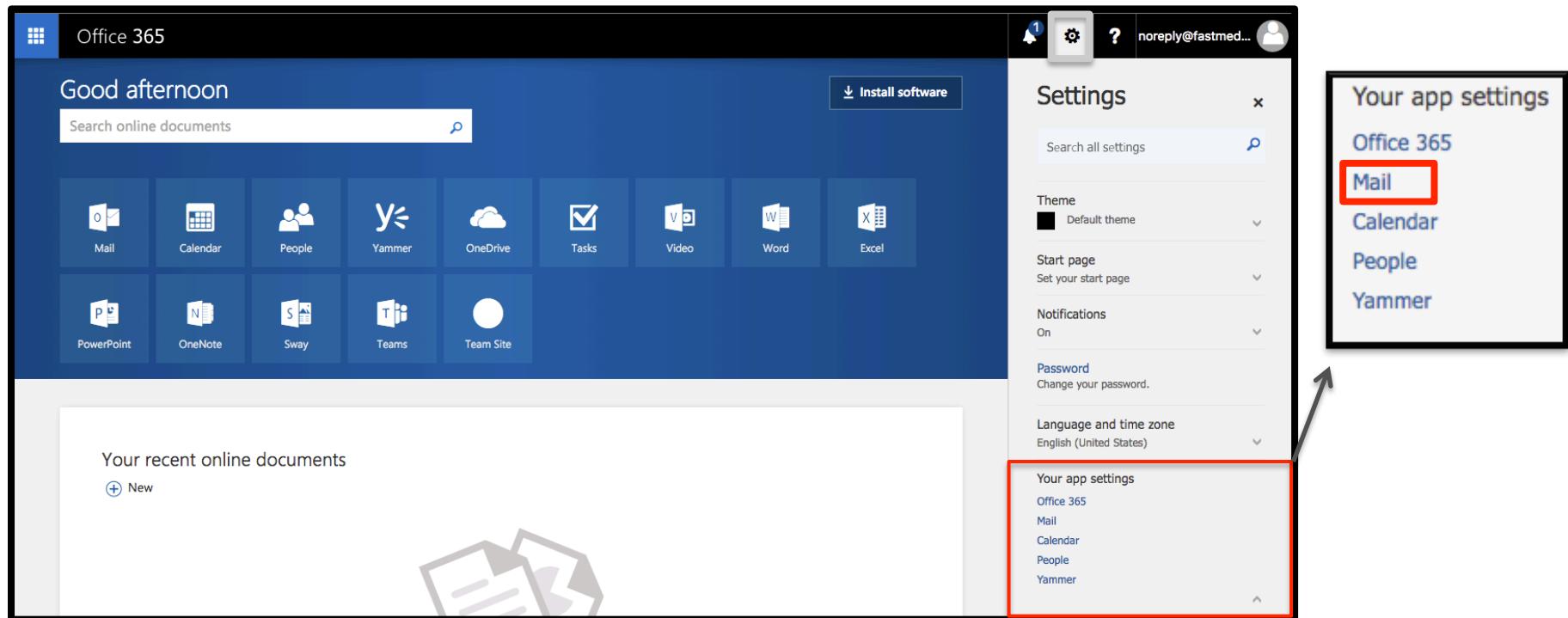
clients.mdgadvertising.com says:

Your signature was copied to the clipboard. Please refer to the instructions for more details.

**OK**

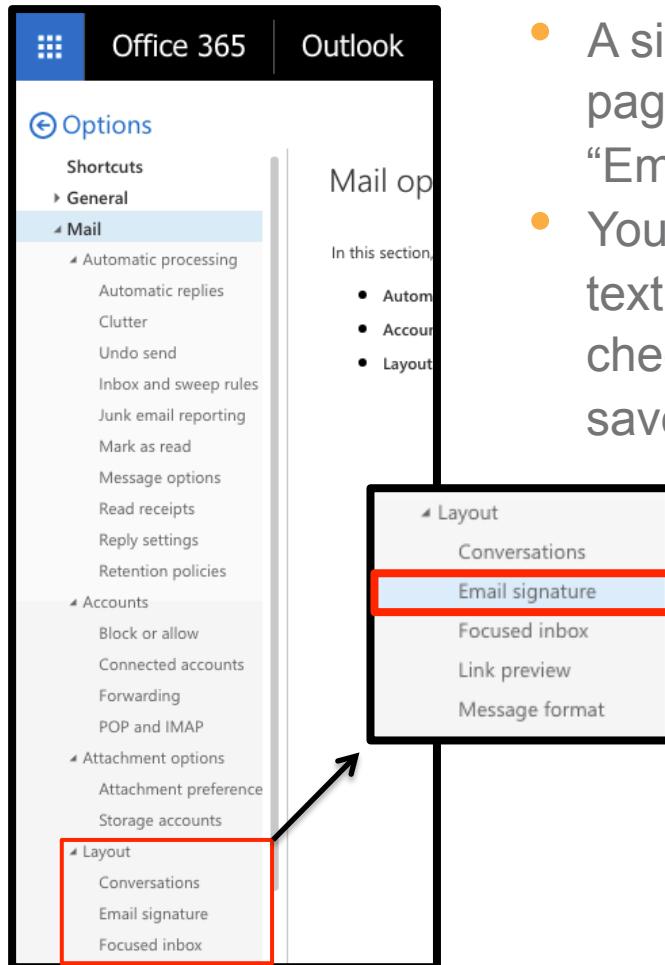
# Installing on Microsoft Office 365

- Next, you need to log into your Microsoft Office 365 account at:  
<https://login.microsoftonline.com/>
- Once you've logged in, look for the settings icon (cog wheel) located on the top right, and click on "Mail" located under "Your app settings".

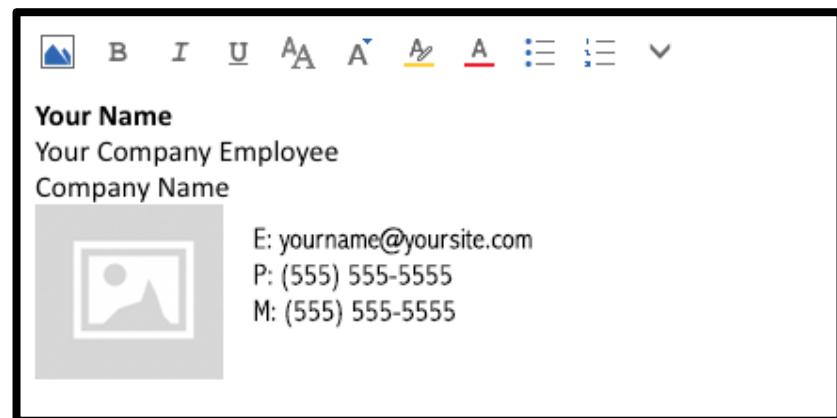


The screenshot shows the Microsoft Office 365 Settings interface. At the top, there's a navigation bar with icons for Mail, Calendar, People, Yammer, OneDrive, Tasks, Video, Word, and Excel. Below this is a search bar and a "Install software" button. The main area displays "Your recent online documents" with a "New" button. On the right, the "Settings" pane is open, showing options like Theme, Start page, Notifications, Password, and Language and time zone. A red box highlights the "Your app settings" section, which lists "Office 365", "Mail", "Calendar", "People", and "Yammer". An arrow points from a callout box labeled "Your app settings" to the "Mail" item in the list. Another callout box on the right lists "Office 365", "Mail", "Calendar", "People", and "Yammer", with "Mail" also highlighted by a red box.

# Installing on Microsoft Office 365

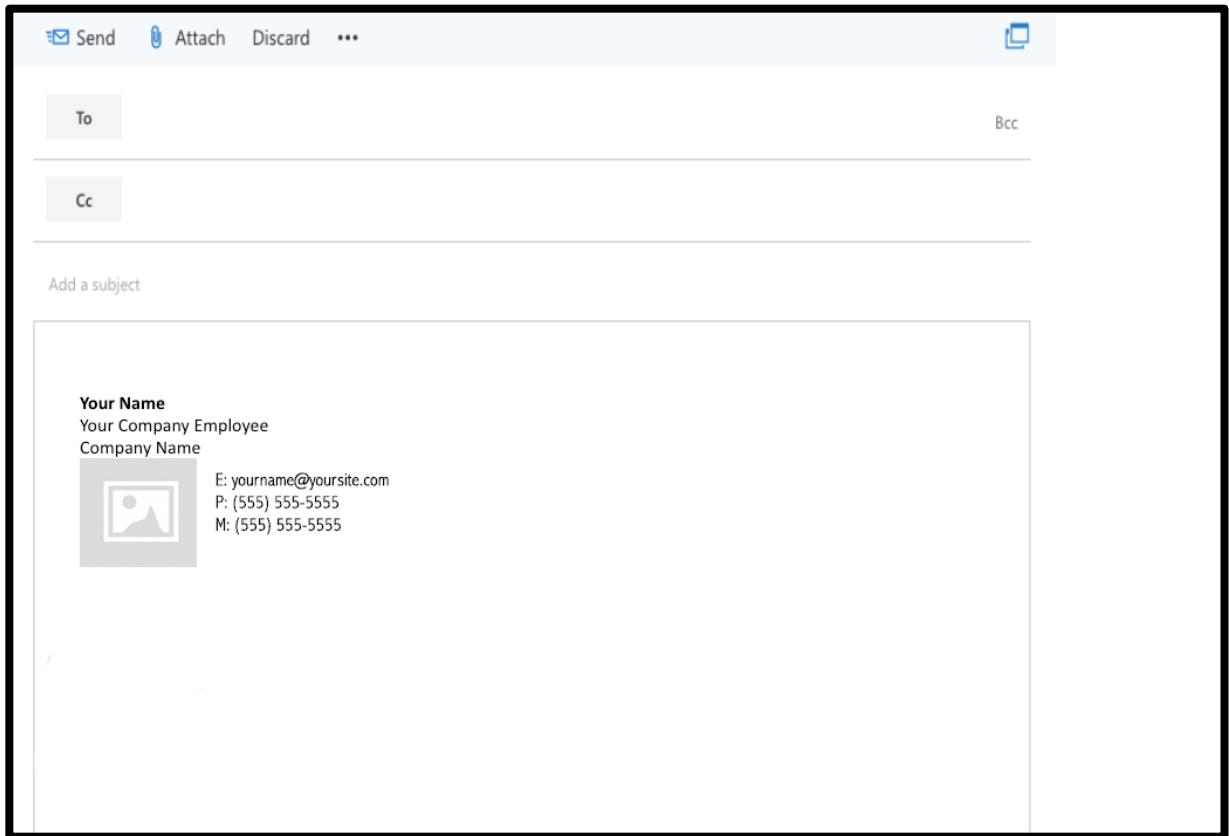


- A sidebar will then show up on the left side of your page as shown to the left. You want to click on “Email Signature” which is located under “Layout”.
- You will then need to paste the signature into the text box and make sure both of the checkboxes are checked as shown below. Proceed by clicking the save button.



# Installing on Microsoft Office 365

- To test your email signature, return back to Outlook and create a new email. In the new email, your new signature should be displayed as shown in the image to the right.



# Installing on Microsoft Outlook

Versions: Microsoft Outlook 2010, 2013, and 2016

# Installing On Microsoft Outlook

- Please click the “Export To Outlook (Desktop)” button as shown to the right.
- When you click the button, your browser will start to download a file named “**\*Company Name\*** eSignature.zip” as shown in the image below.

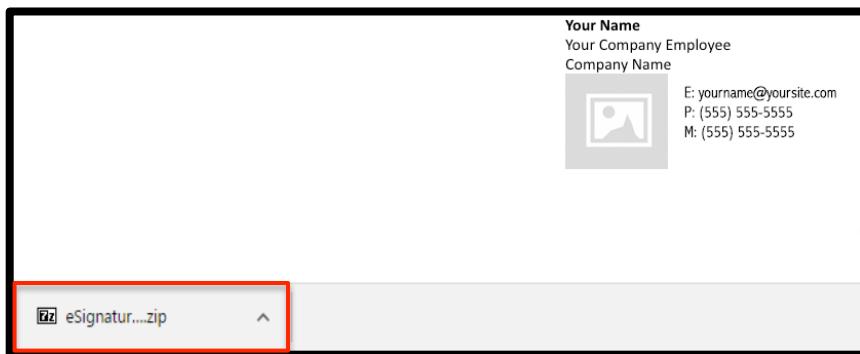
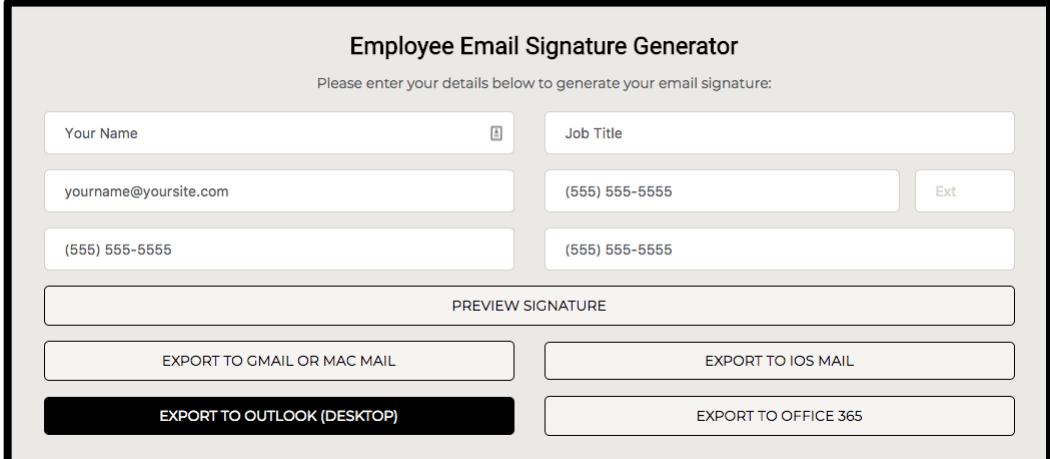
**Employee Email Signature Generator**

Please enter your details below to generate your email signature:

Your Name: [Input Field] Job Title: [Input Field]  
Email: yourname@yoursite.com Phone: (555) 555-5555 Ext: [Input Field]  
Mobile: (555) 555-5555 Work: (555) 555-5555

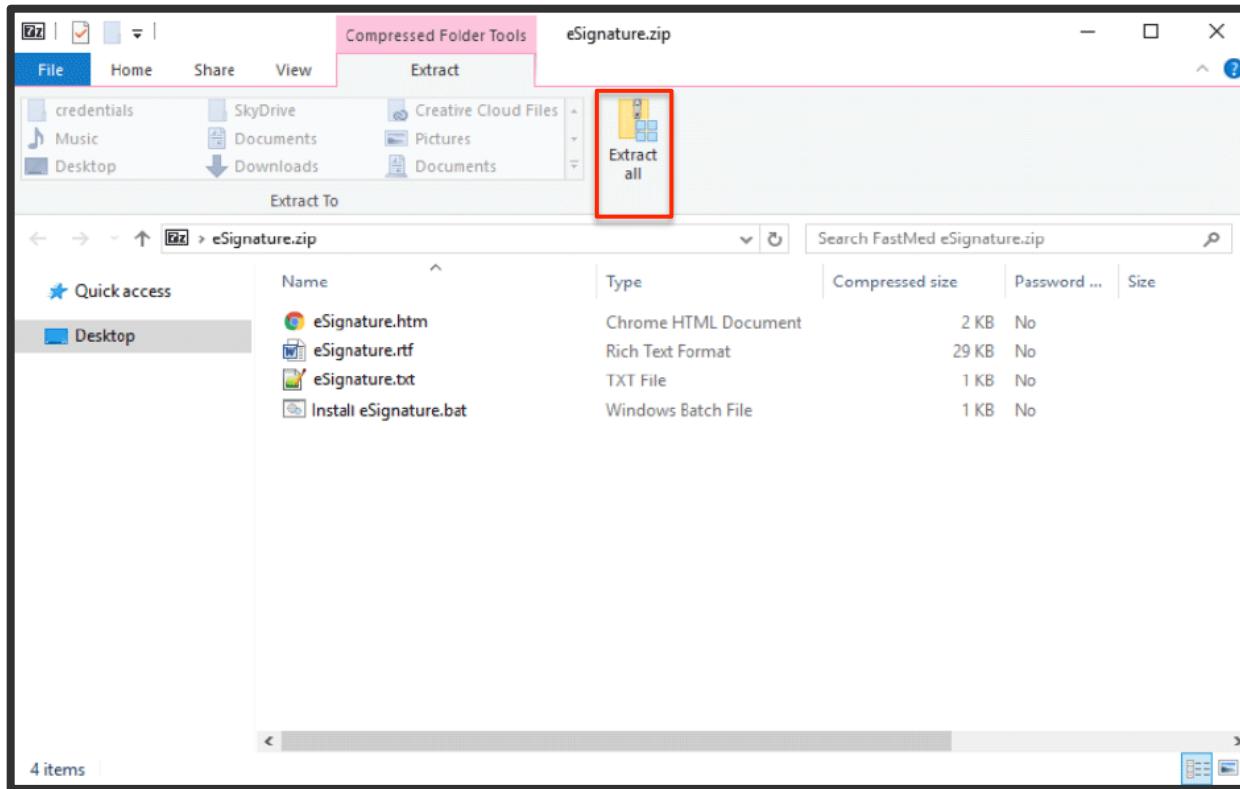
**PREVIEW SIGNATURE**

**EXPORT TO GMAIL OR MAC MAIL** **EXPORT TO IOS MAIL**  
**EXPORT TO OUTLOOK (DESKTOP)** **EXPORT TO OFFICE 365**



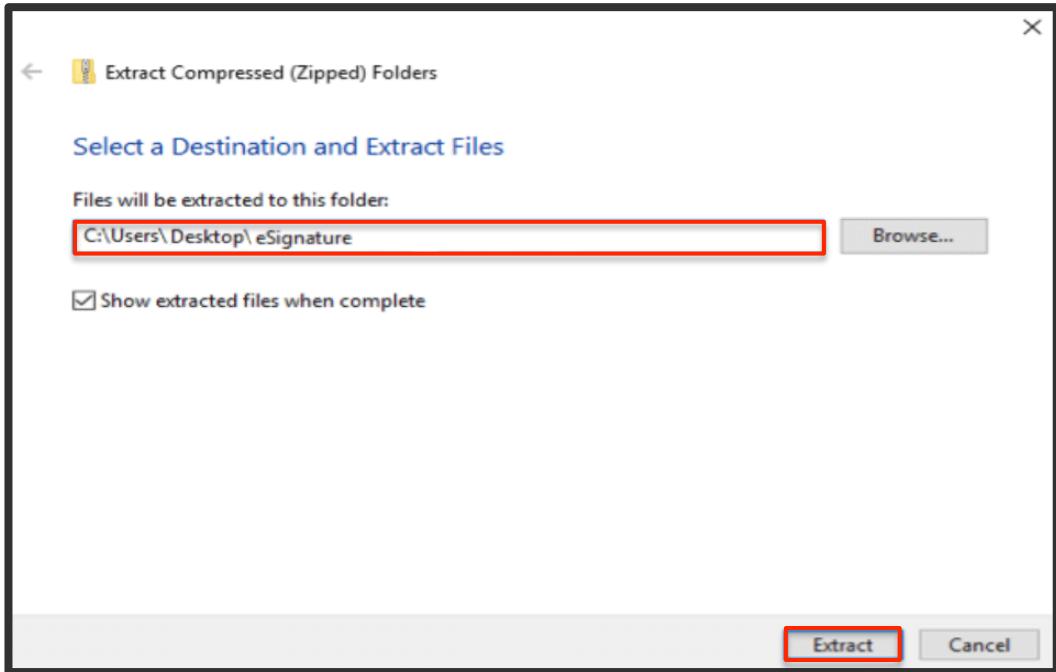
# Installing On Microsoft Outlook

- Double-click the .ZIP file that was downloaded.
- After opening the .ZIP file , a window like the one below will open. Click the “Extract All” button circled in the image below.



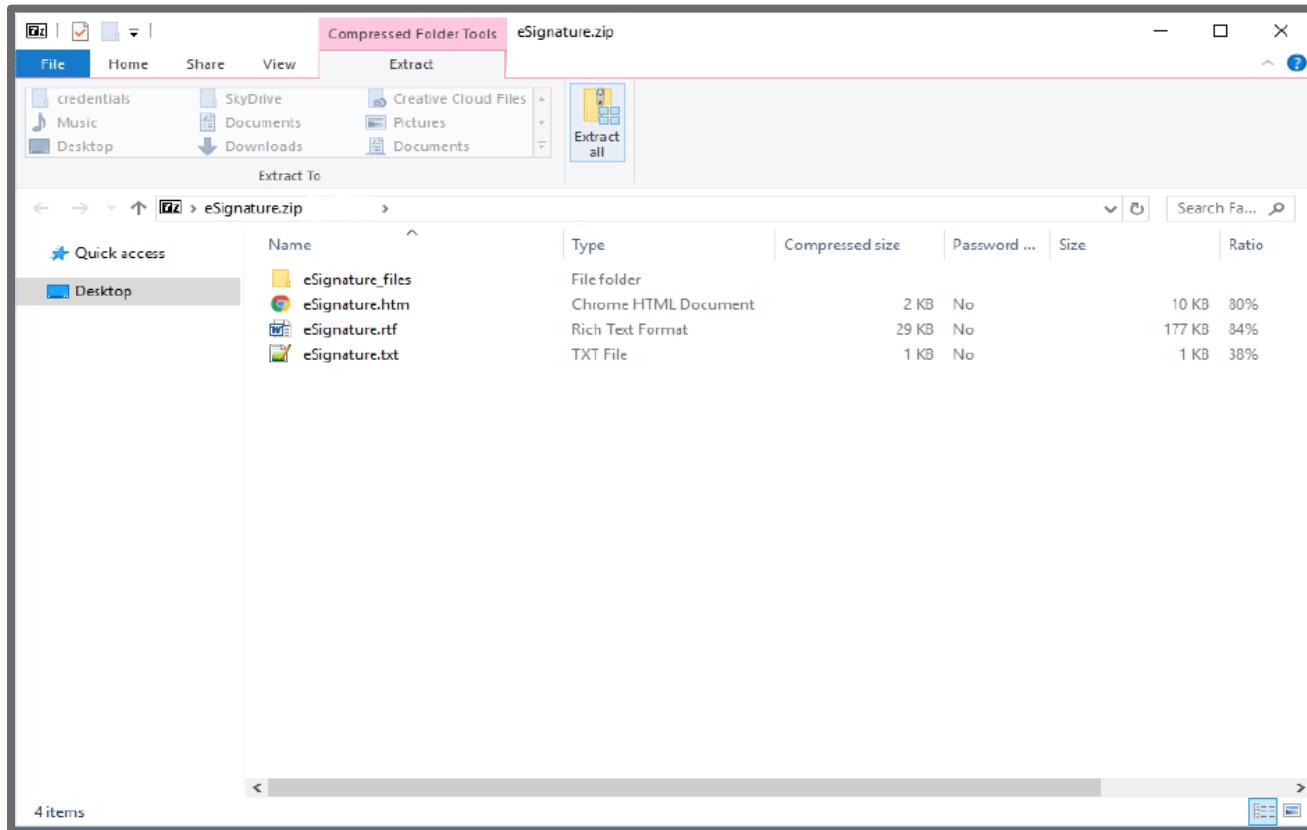
# Installing On Microsoft Outlook

- In the dialog that pops up, you can browse for a folder, or leave the default folder in the “Files will be extracted to this folder:” field.
- Make sure “Show extracted files when complete” is checked, then click on the “Extract” button. This ensures that after extraction a window will open showing the files you just extracted, which contain the signature.



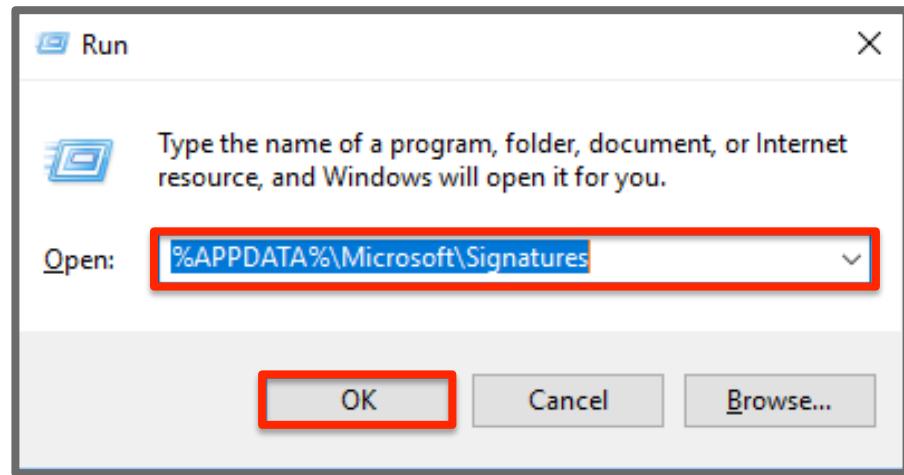
# Installing On Microsoft Outlook

- Keep the window that contains the newly extracted files open so that you don't misplace them.



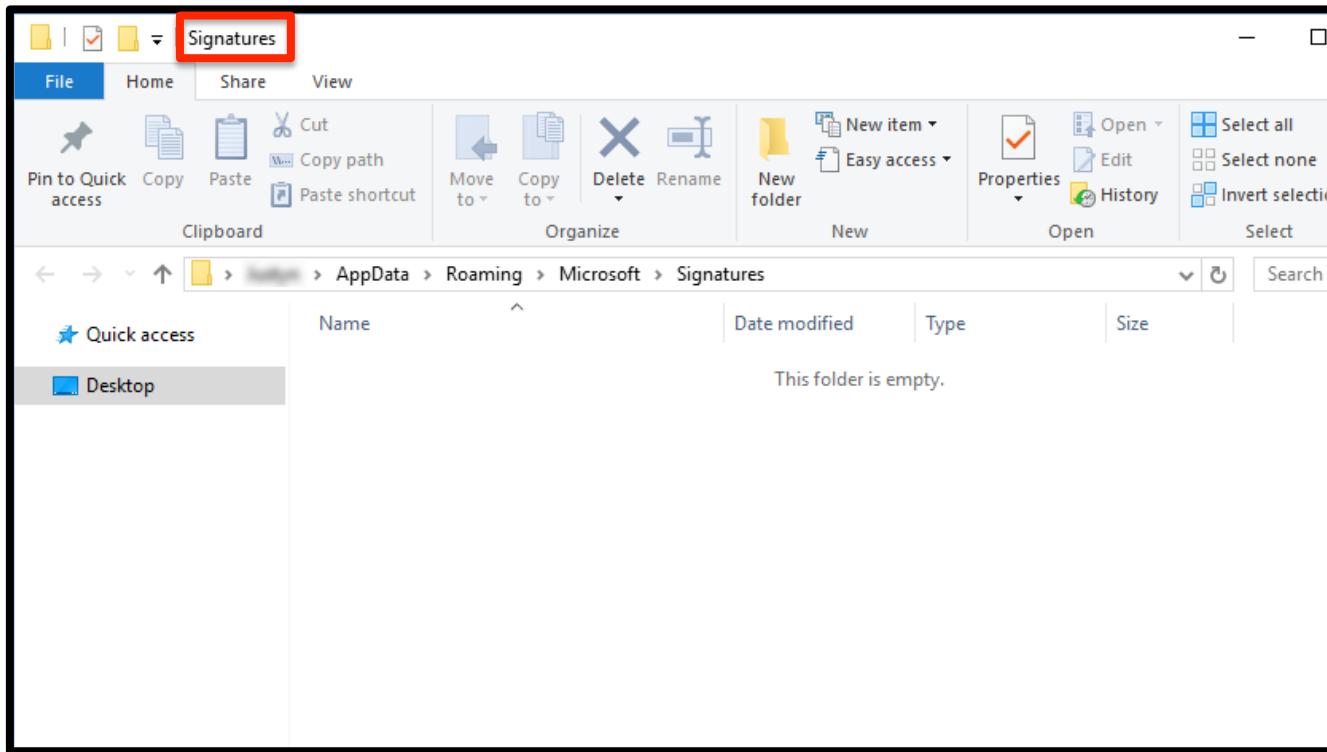
# Installing On Microsoft Outlook

- Press and hold the WINDOWS key and “R” key at the same time on your keyboard. This will bring up a “Run” dialog box. Next to where it says “Open”, enter the following (as shown in the image below): %APPDATA%\Microsoft\Signatures



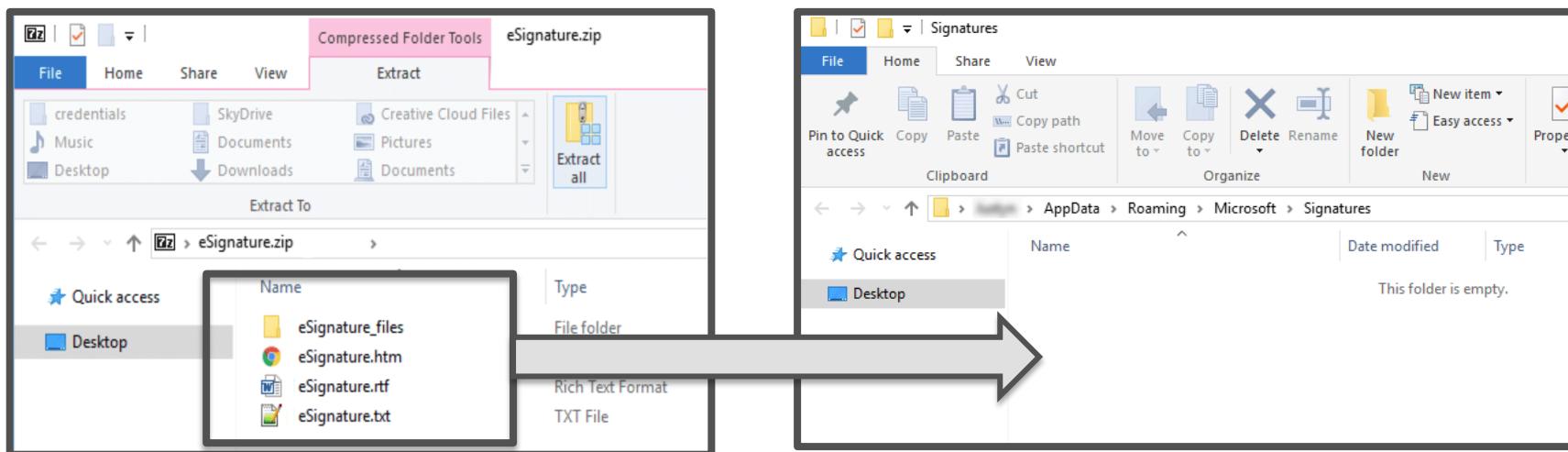
# Installing On Microsoft Outlook

- Another folder, named “Signatures” should now be open in a new window, as shown below. This folder stores all of your Microsoft Outlook signatures.



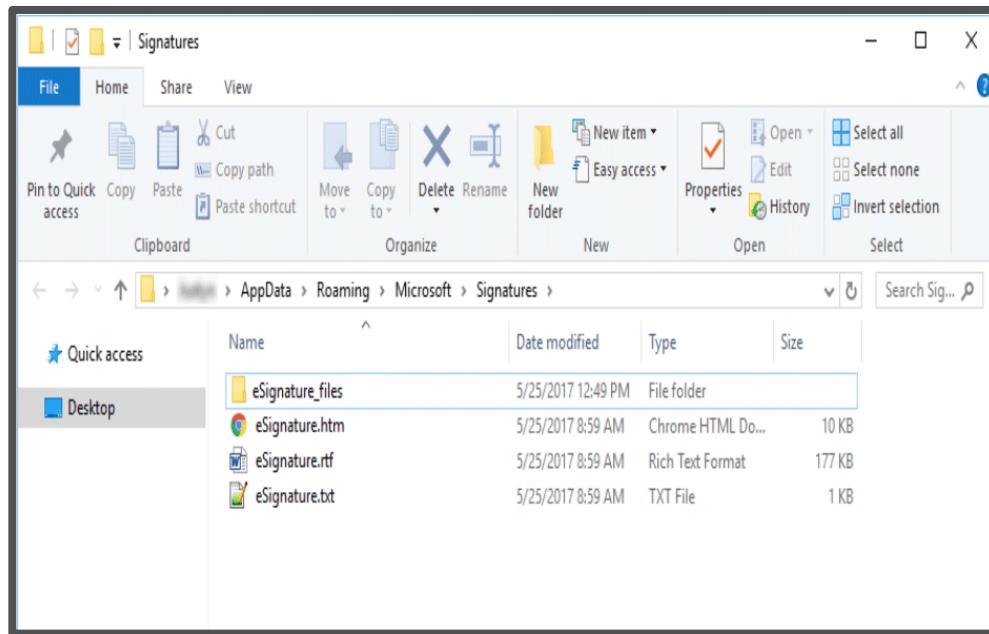
# Installing On Microsoft Outlook

- Next, you need to copy the extracted files in the window you kept open before (refer to page 17) to the “Signatures” window. This easiest way to do this is to highlight the 4 files and drag them into the “Signatures” window, as demonstrated below.

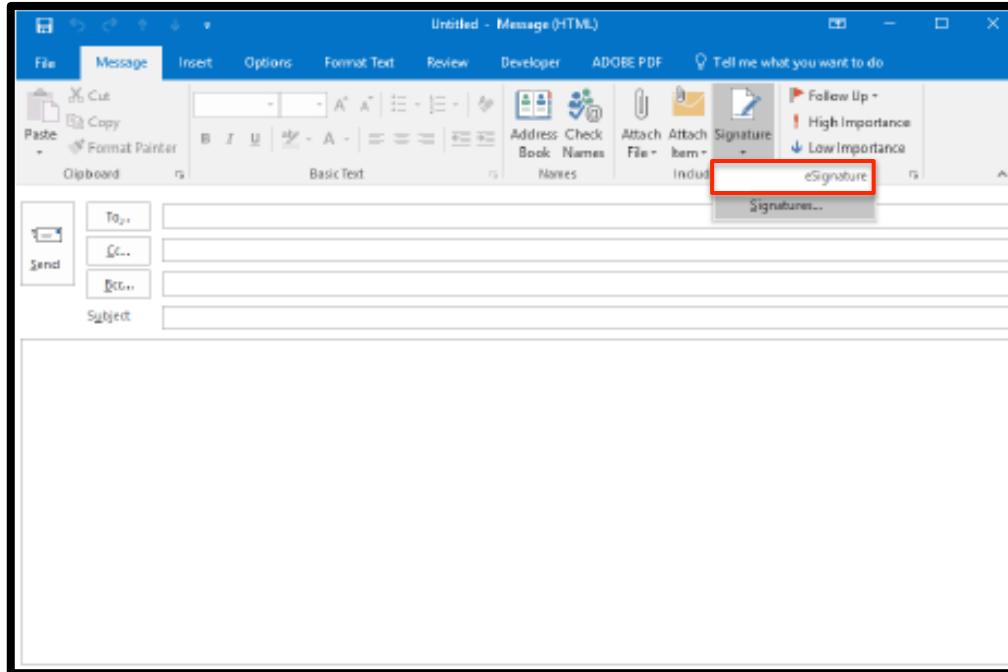


# Installing On Microsoft Outlook

- The “Signatures” folder should now look like the image below. You can now close this window and open up Outlook.



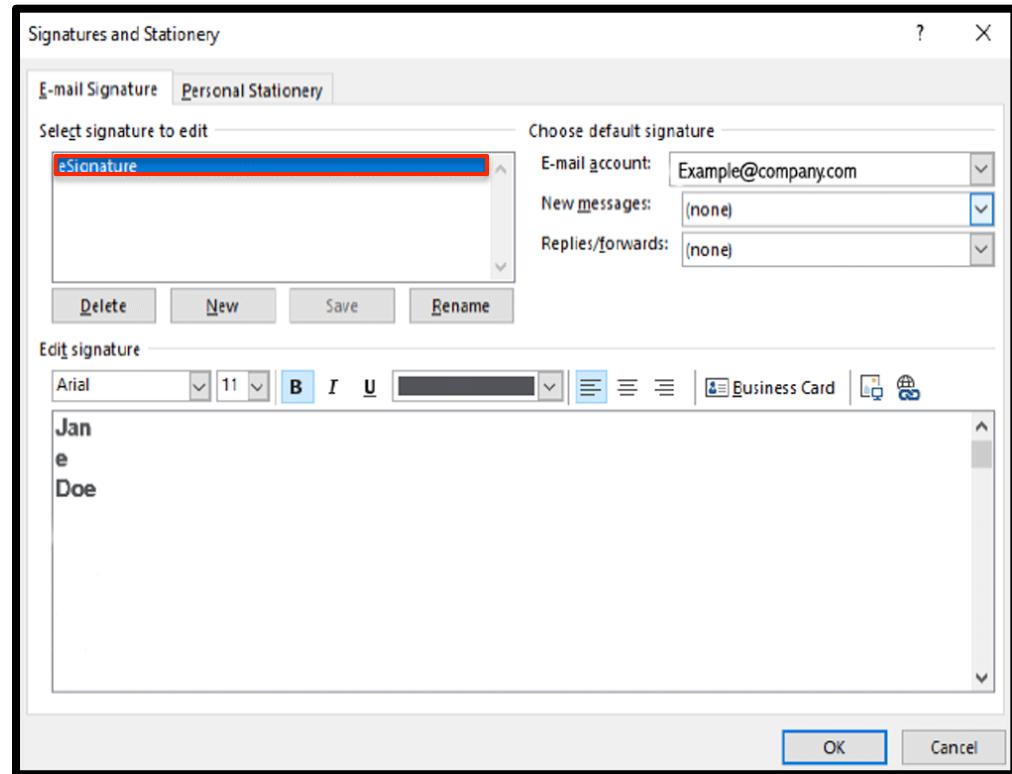
# Installing On Microsoft Outlook



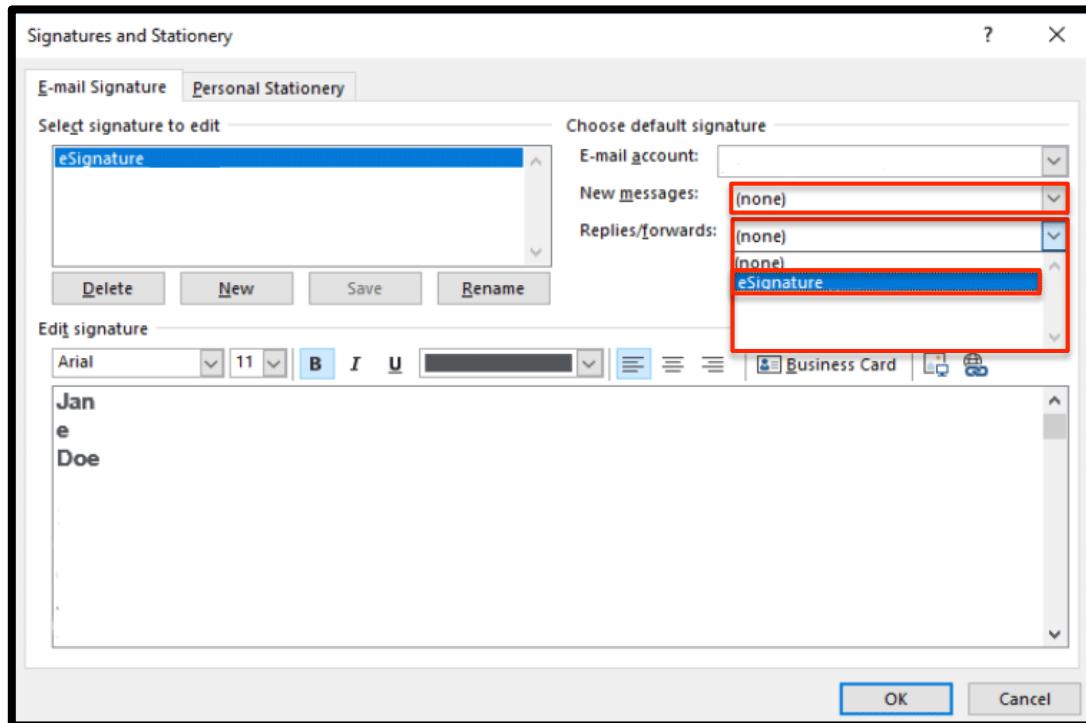
- After opening Microsoft Outlook, compose a new message ( $\text{Ctrl} + \text{N}$ )
- Make sure that the “Message” tab is selected (located between “File” and “Insert” on the blue bar at the top of the window).
- Click on “Signature”, and then click on “Signatures...” in the drop-down menu as shown in the image to the left.

# Installing On Microsoft Outlook

- Under “Select signature to edit”, you should see “\*Company Name\* eSignature” in the list. Make sure this is highlighted in blue, like in the screenshot to the right. If not, click on “\*Company Name\* eSignature.”
- Note: Do not worry if the signature preview in “Edit signature” does not look correct – your signature will not display like this in an email.
- Additionally, please do not make modifications in the “Edit signature” window. All edits to your signature should be made directly through our Signature Generator tool.



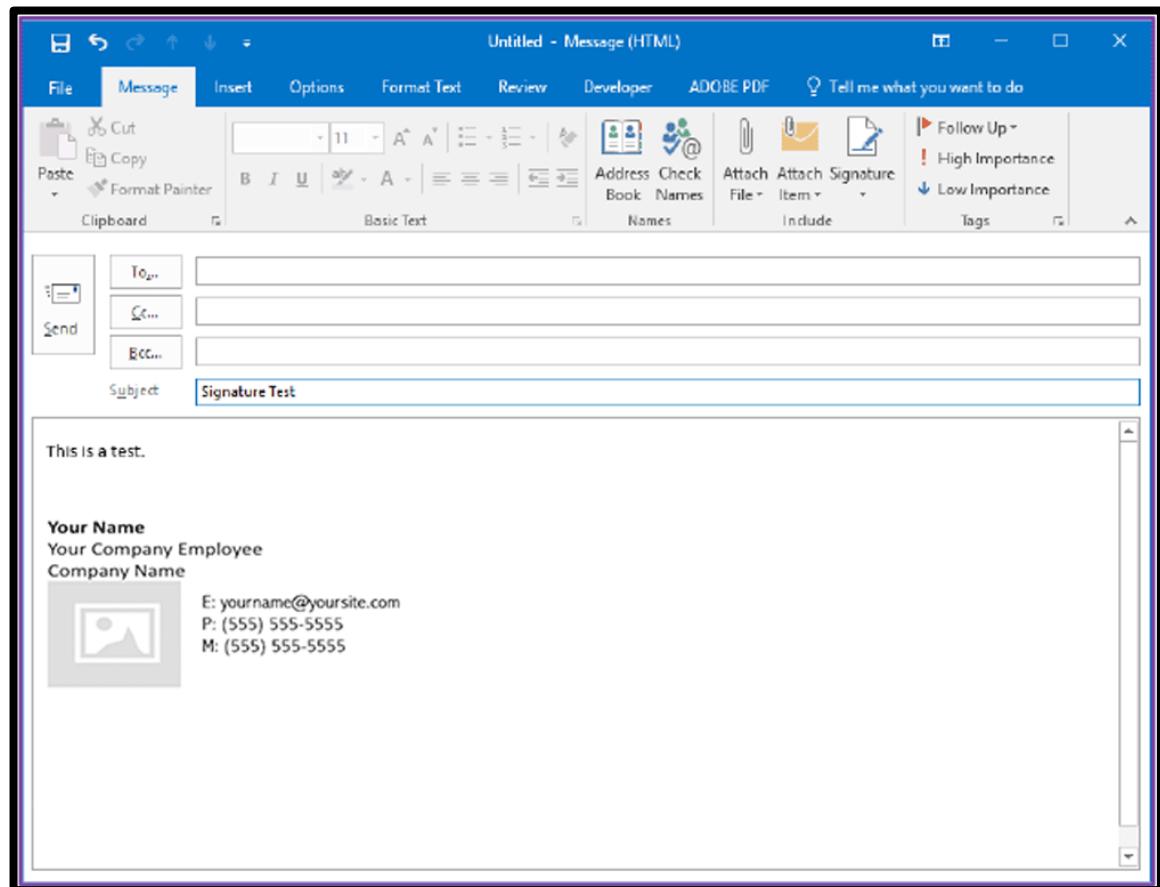
# Installing On Microsoft Outlook



- Click on the boxes labeled “New messages” and “Replies/forwards” and select “\*Company Name\* eSignature” from the drop-downs shown to the left. This ensures that any new messages or replies to messages will automatically insert your signature.
- Click “OK” when done.

# Installing On Microsoft Outlook

- When you compose a new message again, you should notice your signature is now displayed in the message body as shown to the right.



# Installing on Mac Mail

# Installing On Mac Mail

- Please click the “Export To Mac Mail” button as shown to the right.
- When you click the button, a dialog box like to the one below will notify you that the signature was copied to your clipboard. Click okay and continue with the instructions.

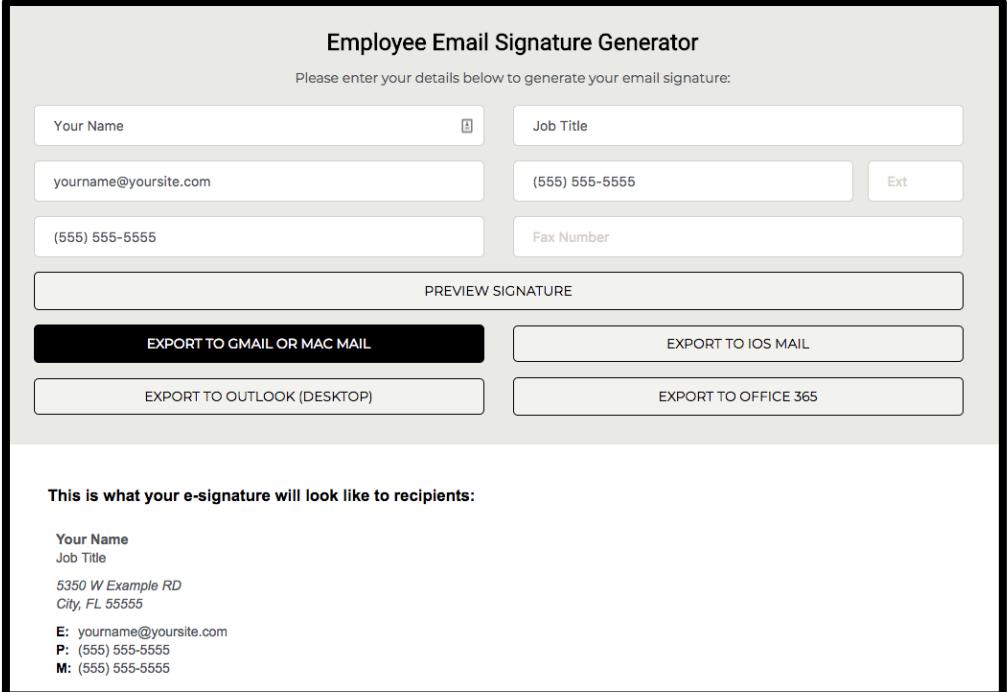
**Employee Email Signature Generator**

Please enter your details below to generate your email signature:

Your Name  Job Title   
yourname@yoursite.com  (555) 555-5555   
(555) 555-5555  Fax Number

This is what your e-signature will look like to recipients:

Your Name  
Job Title  
5350 W Example RD  
City, FL 55555  
E: [yourname@yoursite.com](mailto:yourname@yoursite.com)  
P: (555) 555-5555  
M: (555) 555-5555

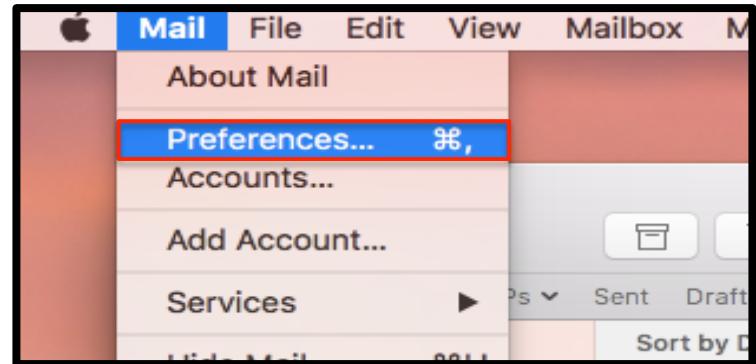
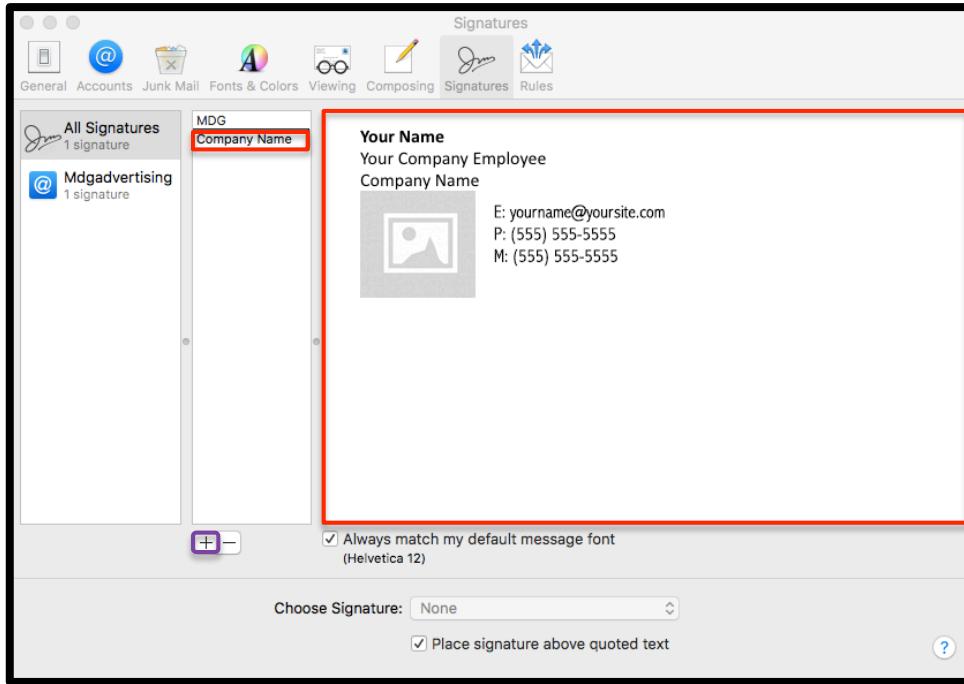


clients.mdgadvertising.com says:

Your signature was copied to the clipboard. Please refer to the instructions for more details.

# Installing On Mac Mail

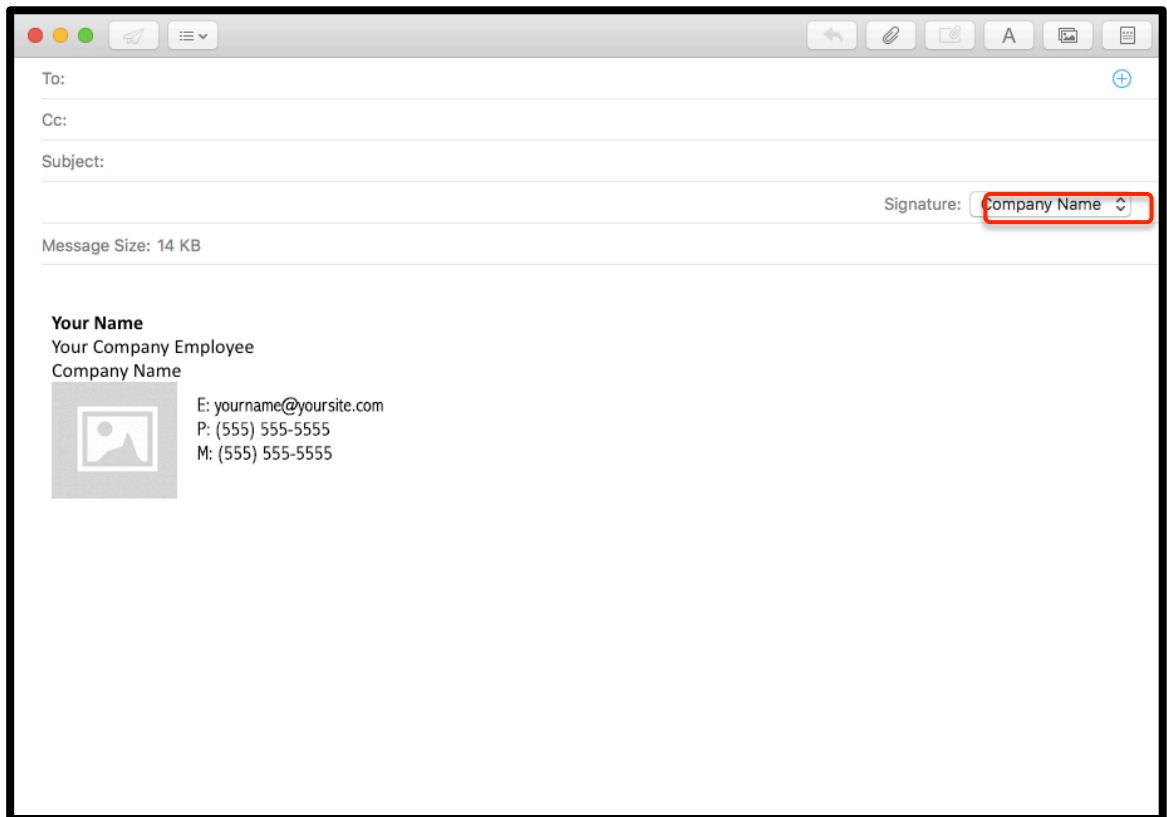
- After opening Mac Mail on your device, click on Mail on the top left of your screen and go to “Preferences” as shown in the image to the right.



- Navigate to the “Signatures” tab and click on the plus sign as shown in the image to the left to add a new signature.
- Next, type in a name for your signature (i.e., **Company Name**), and paste your new signature in the far right box and close the window.

# Installing On Mac Mail

- To test your signature, compose a new email.
- If the new signature doesn't automatically show up in the body of the email, use the signature drop-down shown in the image to the right and select the signature you just created.

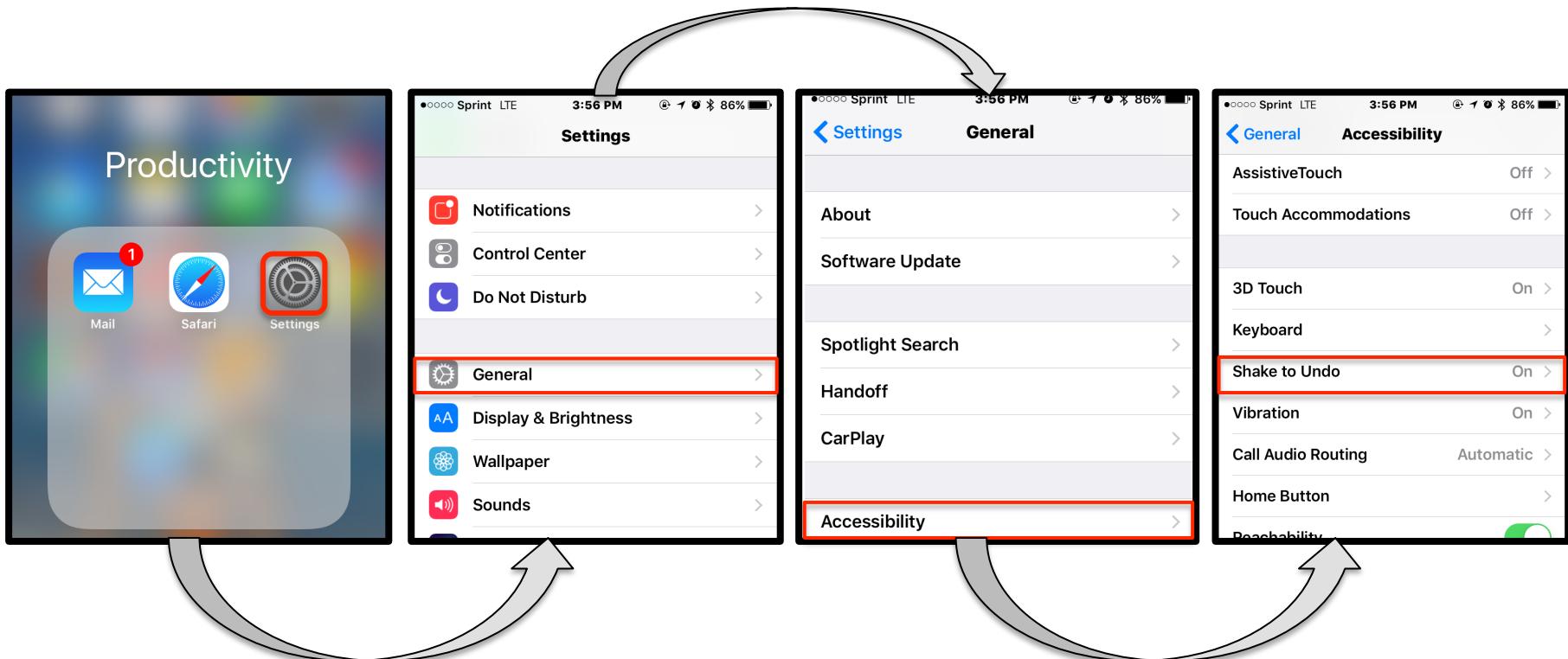


- Your signature will now be displayed in all future emails.

# Installing on iOS Mail

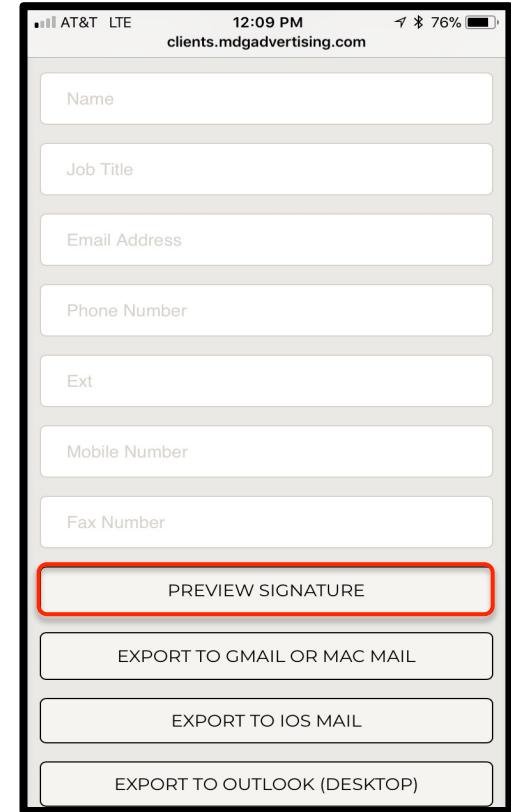
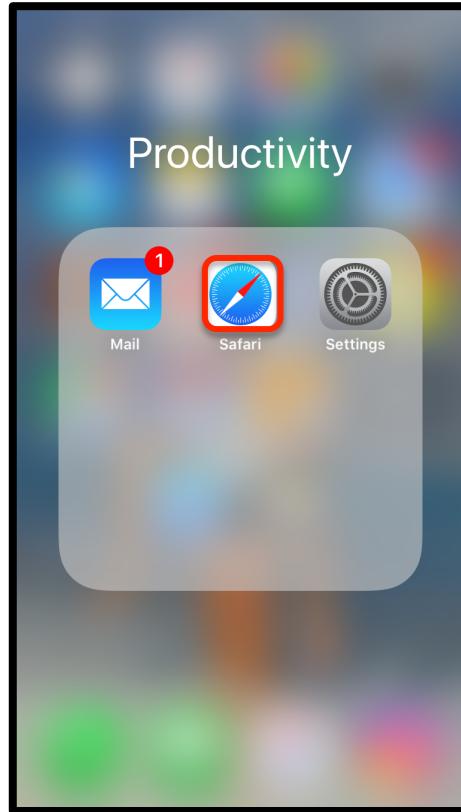
# Installing On iOS Mail

- First, check to make sure the “Shake to Undo” capability is on. To do this, go to your settings, scroll down to “General”, scroll down to “Accessibility”, and then scroll down to “Shake to Undo”. If it is off, you need to select it and turn it on.



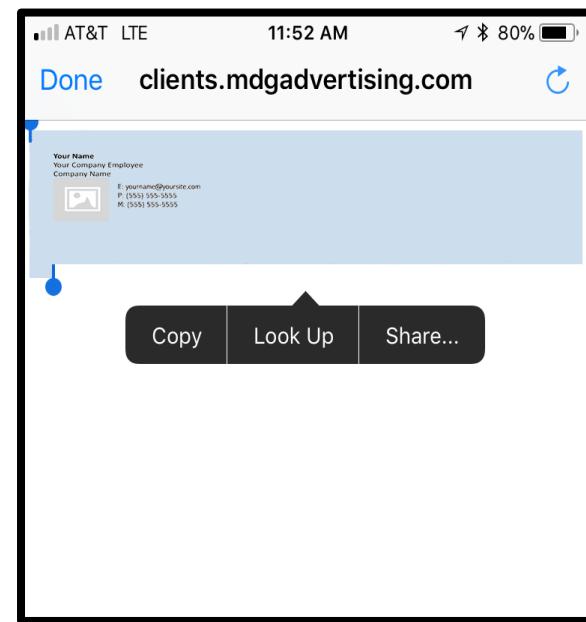
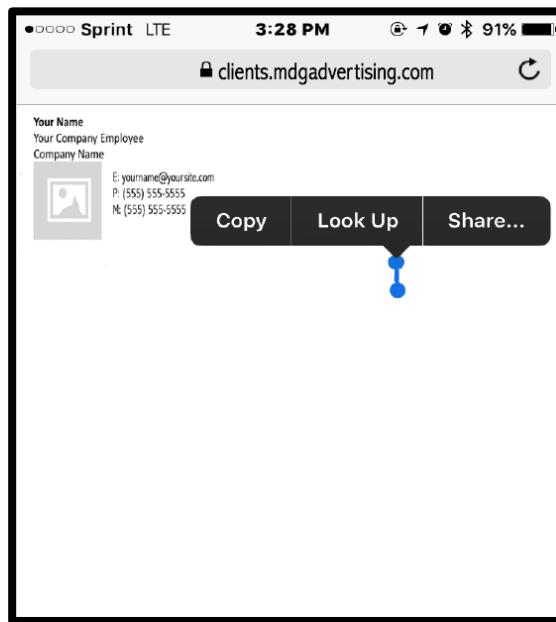
# Installing On iOS Mail

- If you are using iOS Mail, first you need to go to the signature generator tool website on your device in a web browser as shown to the right.
- Add your information as shown and click “Preview Signature” to make sure you added your information correctly.



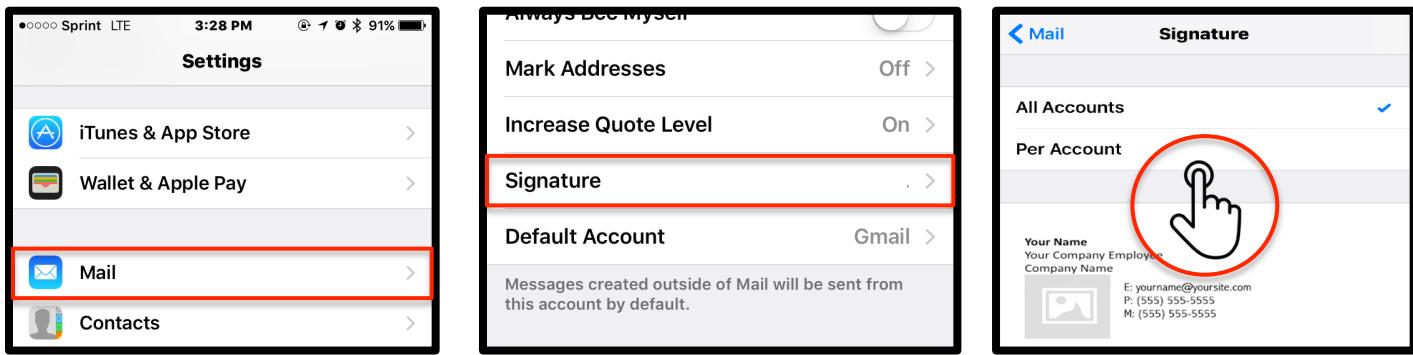
# Installing On iOS Mail

- Next, click on “Export to iOS Mail”, which will open up a new tab in your web browser that contains the new signature. You need to long press (touch and hold) the screen with your finger at the bottom of the signature until it looks like the 2<sup>nd</sup> image below. Then, drag the blue line until it covers the entire signature, as show in the 3<sup>rd</sup> image. Finally, tap “Copy”.



# Installing On iOS Mail

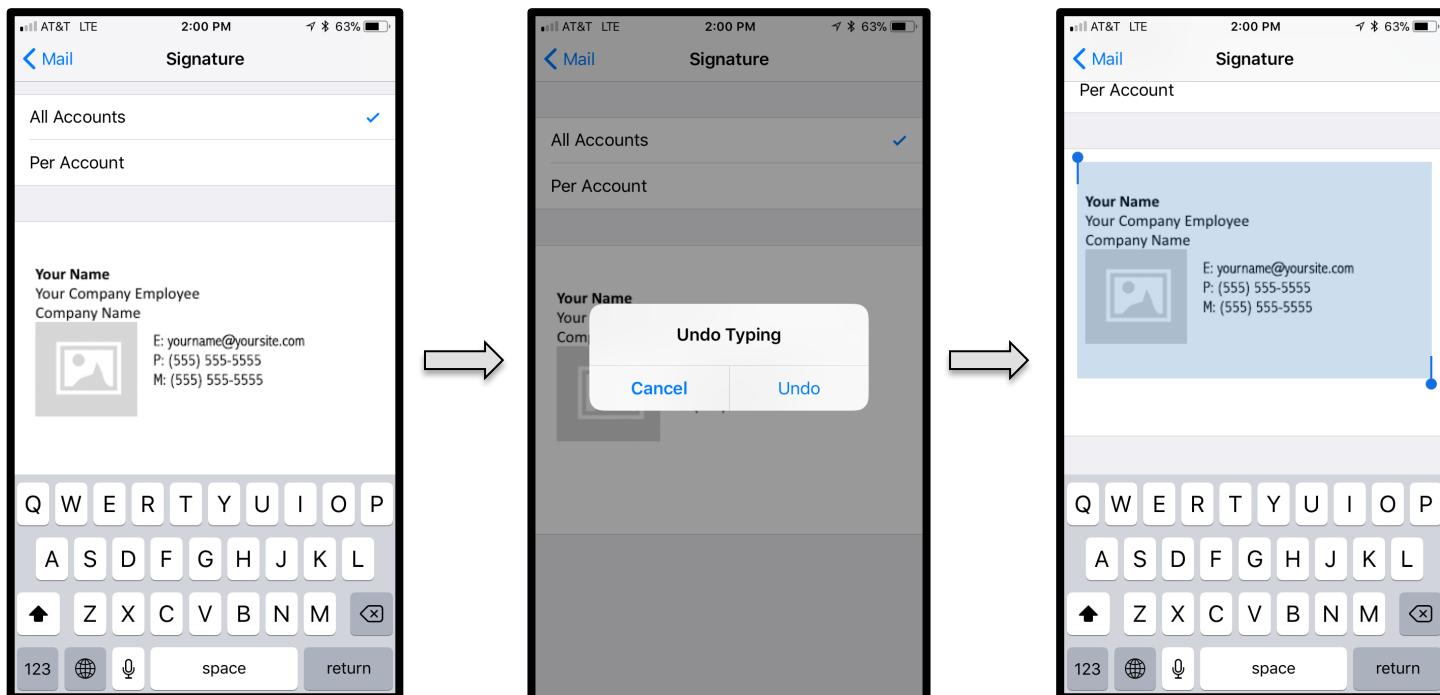
- Now, you need to go to your device's settings and navigate to "Mail". Inside the Mail settings, scroll down to "Signature".



- Inside the signature settings, you can select an email account to add the signature to, or apply it to all of them, depending on your needs. Long press (touch and hold) your finger down in the empty box and select "Paste".

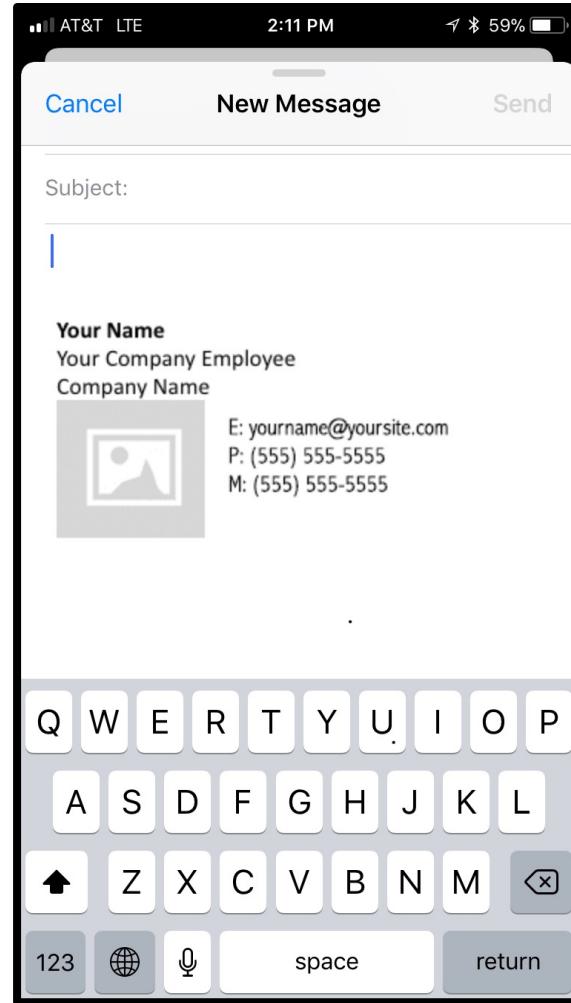
# Installing On iOS Mail

- After you paste the signature in the empty box, you might notice that some of the colors and text fonts were changed, compared to the preview. To fix this, you need to slightly shake your phone until a box pops up on your screen that says “Undo Change Attributes,” as shown below. When this box pops up, you need to tap “Undo”. You should notice the colors and fonts are fixed.



# Installing On iOS Mail

- Finally, when you return to your email app and compose a new message, your new signature is now the bottom of your message.



# Installing On Gmail

# Installing On Gmail

- Please click the “Export To Gmail or Mac Mail” button as shown to the right.
- When you click the button, a dialog box like to the one below will notify you that the signature was copied to your clipboard. Click okay and continue with the instructions.

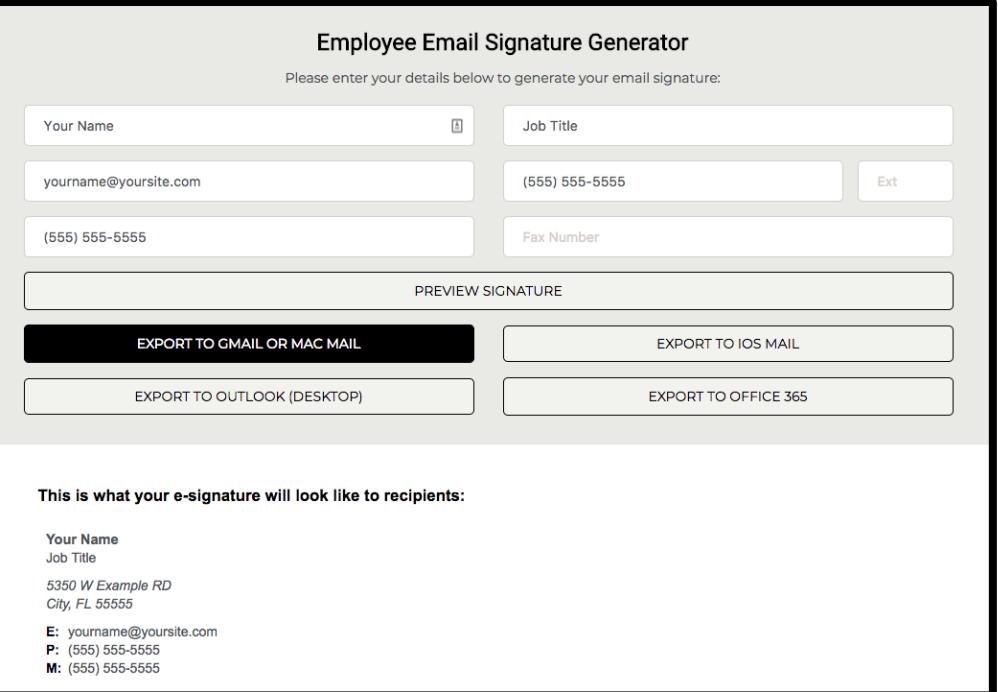
**Employee Email Signature Generator**

Please enter your details below to generate your email signature:

Your Name  Job Title   
yourname@yoursite.com  (555) 555-5555   
(555) 555-5555  Fax Number

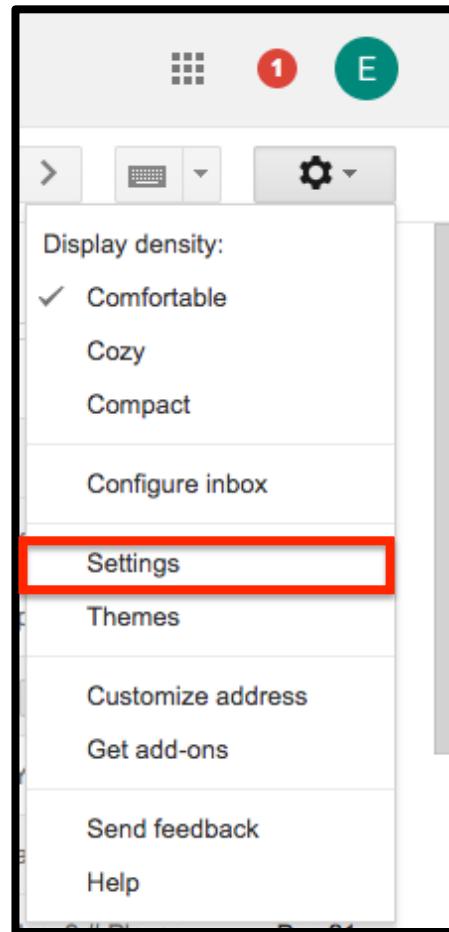
This is what your e-signature will look like to recipients:

Your Name  
Job Title  
5350 W Example RD  
City, FL 55555  
E: [yourname@yoursite.com](mailto:yourname@yoursite.com)  
P: (555) 555-5555  
M: (555) 555-5555



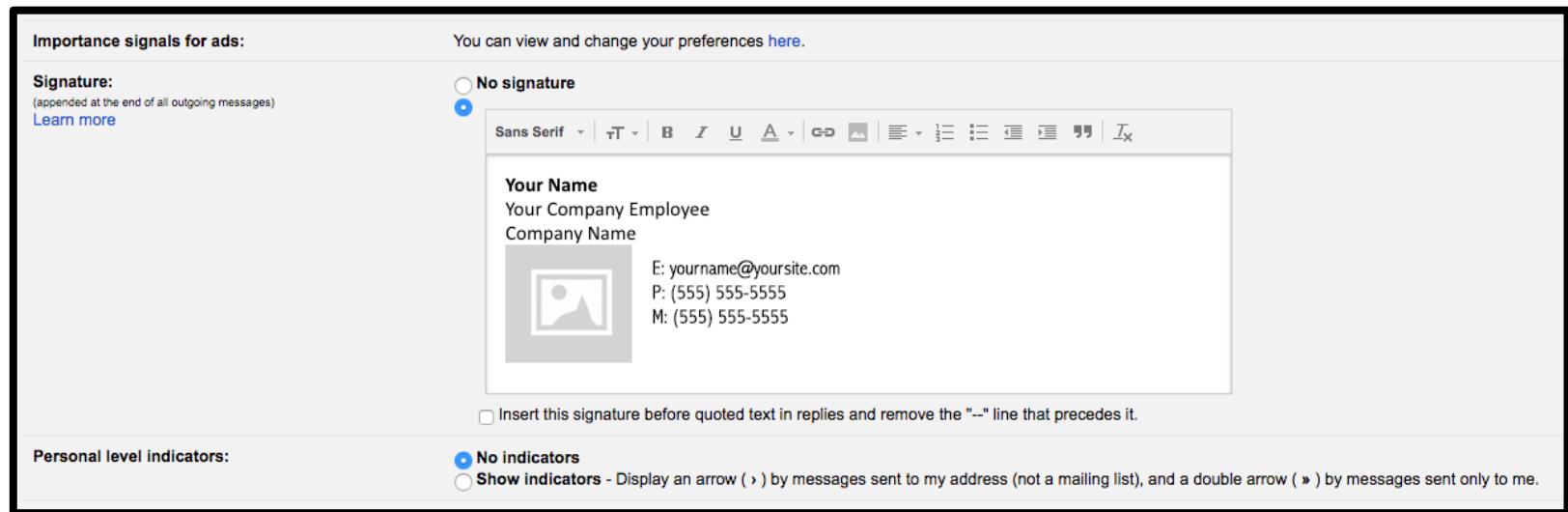
# Installing On Gmail

- In the top right, click the Settings tab in the settings gear drop down menu.



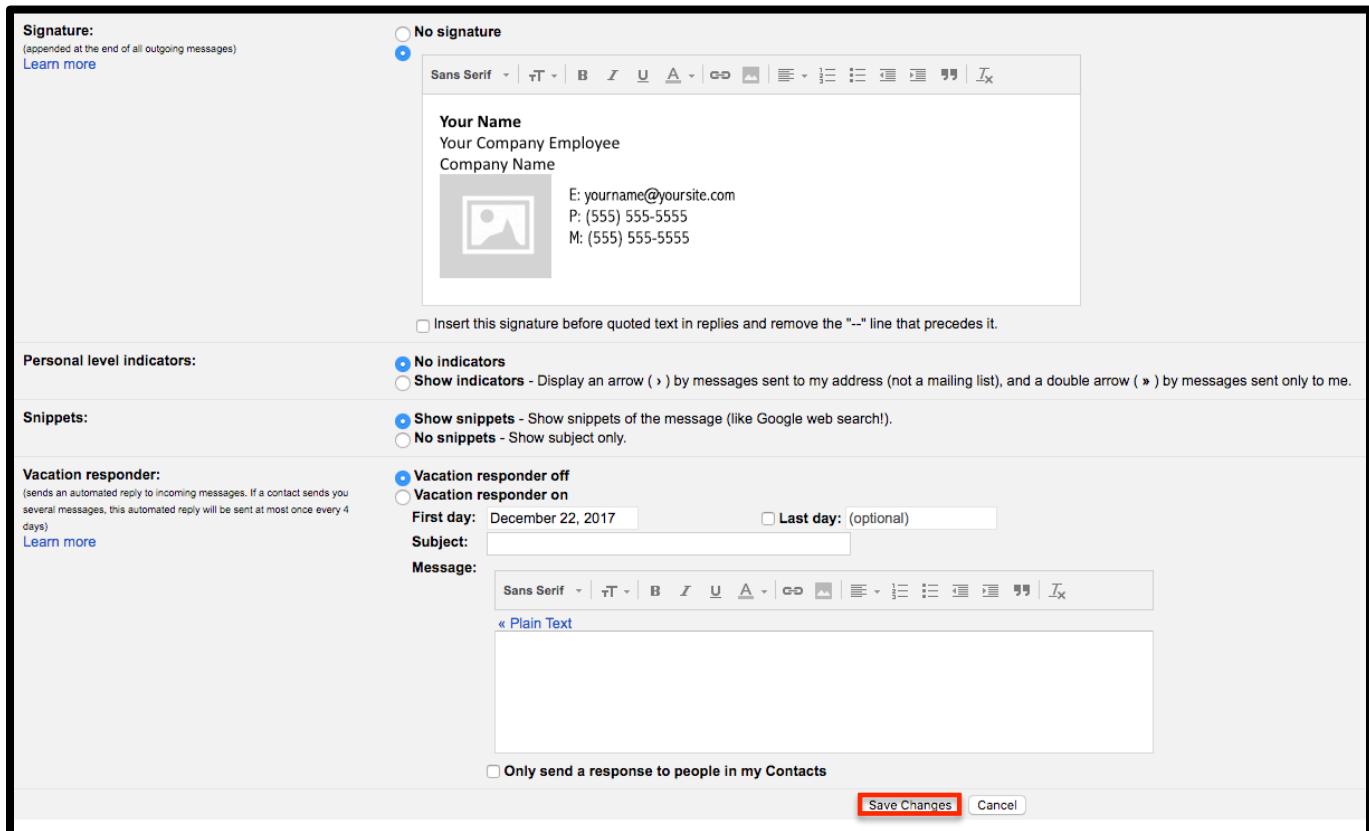
# Installing On Gmail

- In the “Signature” section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.



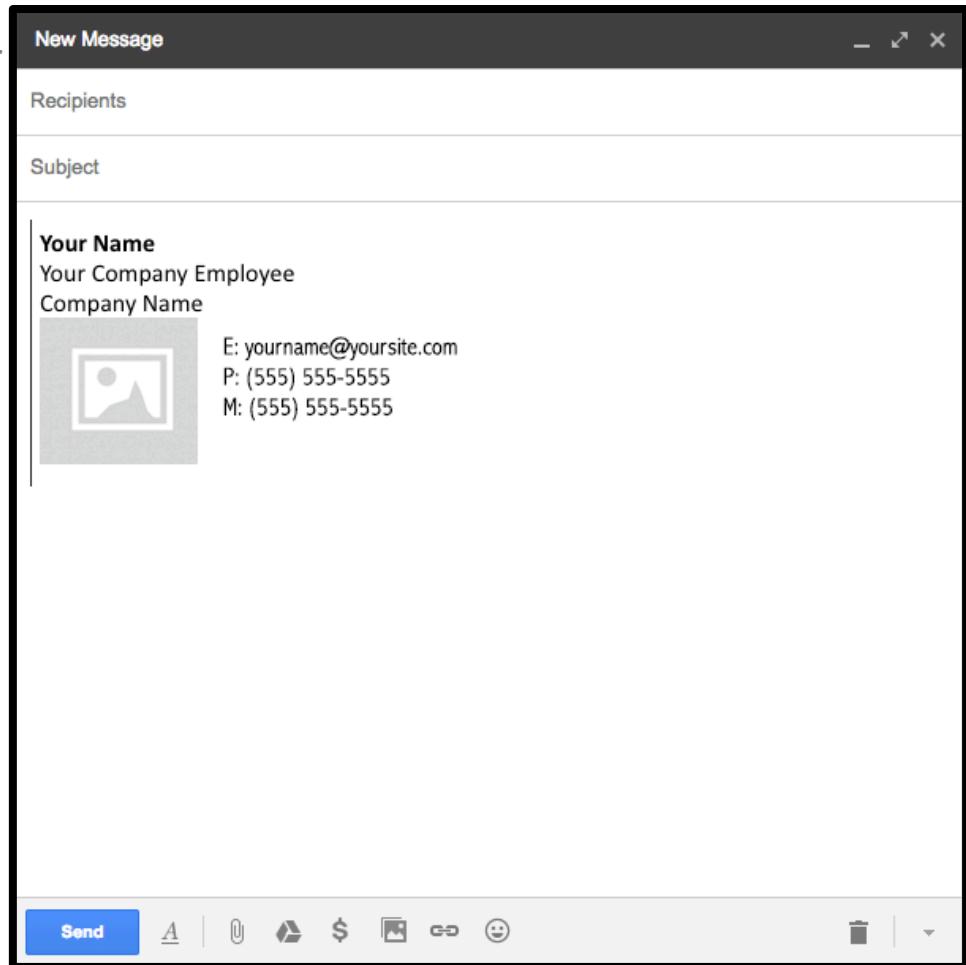
# Installing On Gmail

- At the bottom of the page, Click “Save Changes” to commit the changes.



# Installing On Gmail

- When complete, verify that your signature appears in the email body text area.



# Installing on Android Mail Apps

# Installing On Android Mail Apps

- Unfortunately, most Android mail apps (including Gmail) do not support HTML email signatures. Please refer to documentation from your Android mail app to see if it supports HTML signatures and instructions on installing HTML signatures.