Email Signature Instructions



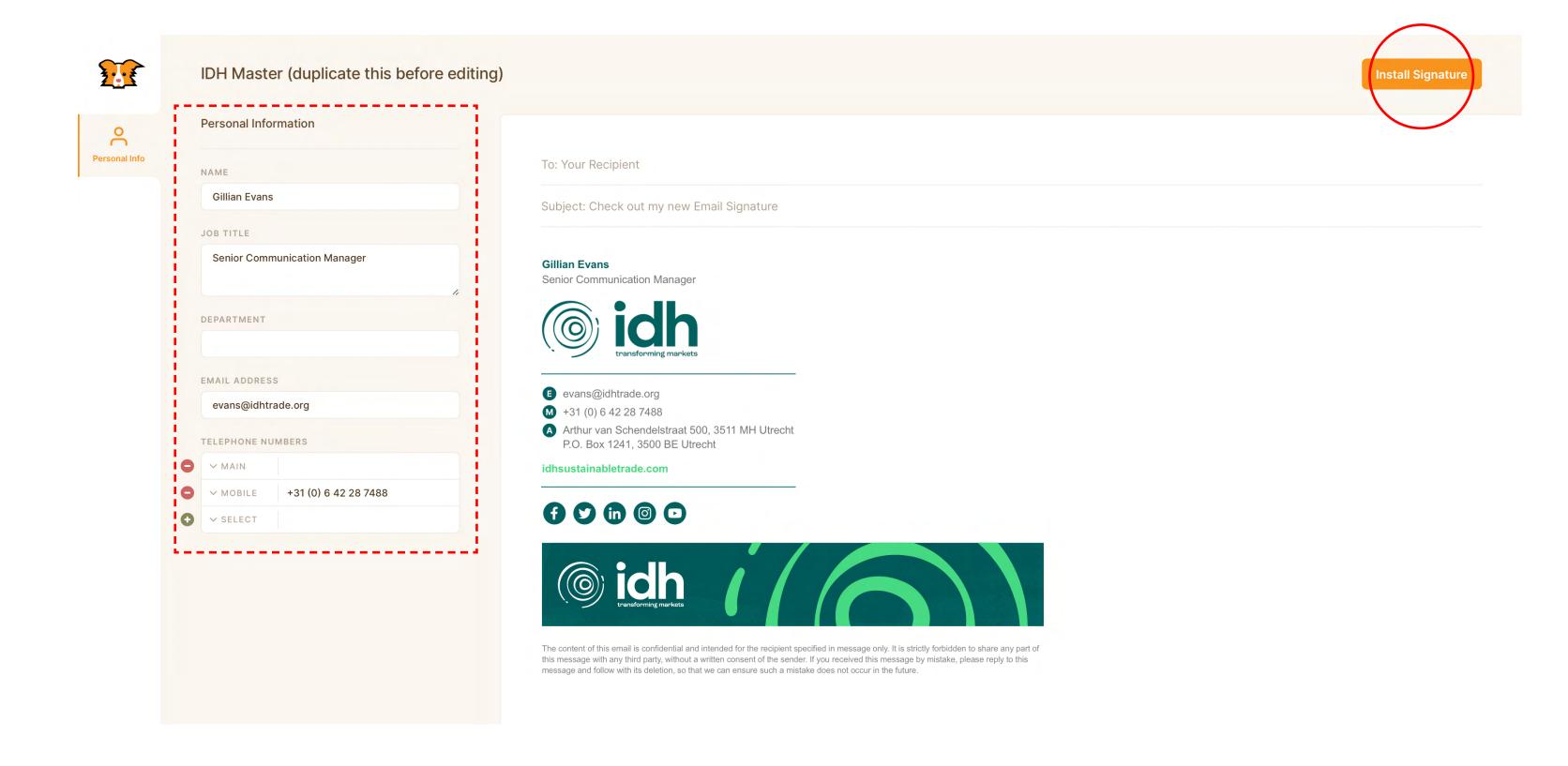
Editing your email signature

Step 1:

• When you receive your email signature link, you will be taken to this page in order to update your personal information.

Step 2:

Once you have updated your information, click 'Install
Signature' in the top right corner.



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Installing your email signature

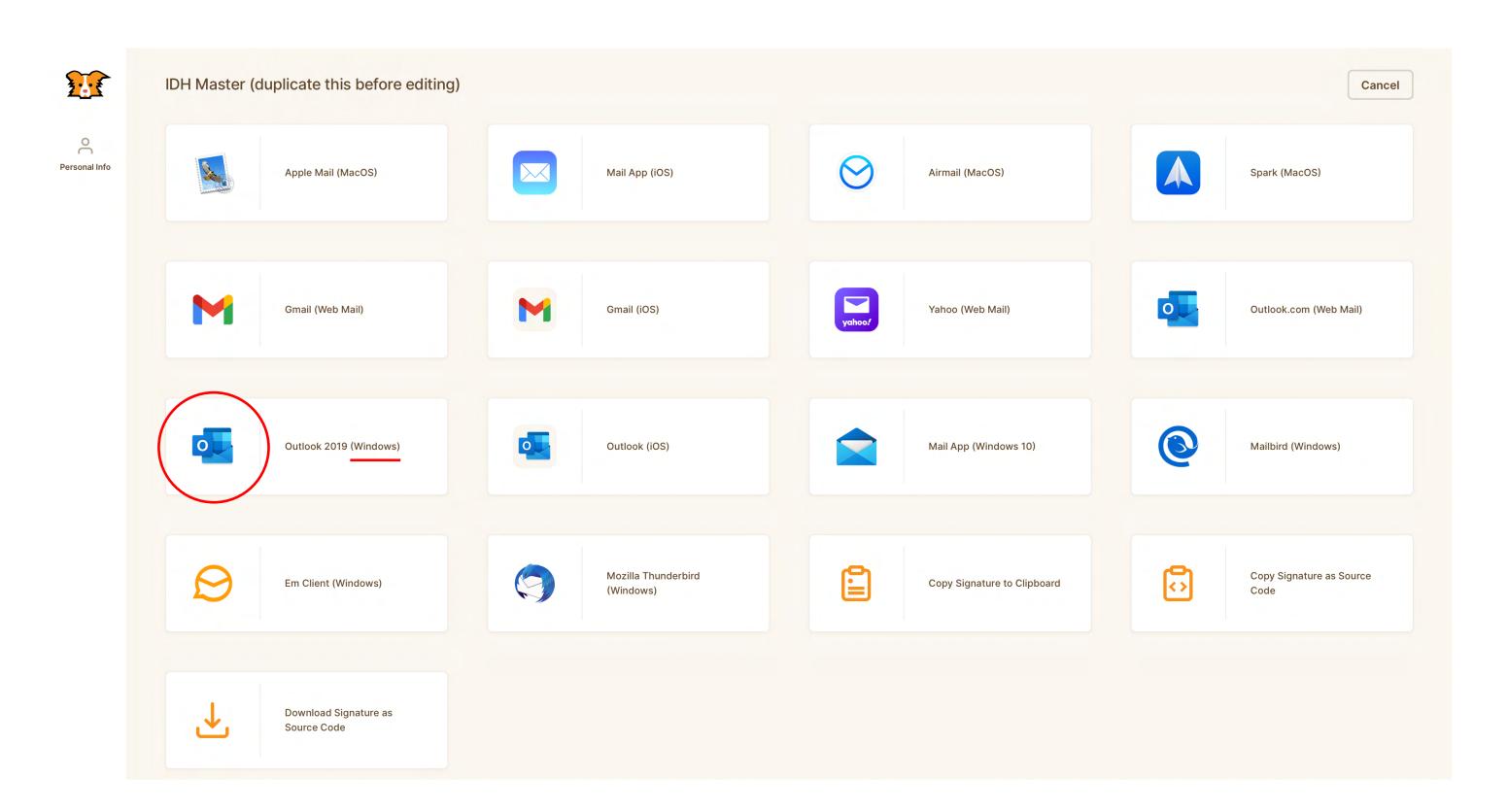
Desktop install:

- Select your email client. For most staff this will be the Windows option for 'Outlook'.
- For Mac users, there is an option for 'Apple Mail (MacOS)'.
- Click on the icon and follow the instructions on screen.

Mobile install:

For staff who also use mail on their phones, there are also install options for this.

 Select the relevant mail client and follow the instructions on screen.



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