

# Email Signature

Instructions



**idh**  
transforming markets




# 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.



IDH Master (duplicate this before editing)



Personal Info

Personal Information

NAME

Gillian Evans

JOB TITLE

Senior Communication Manager

DEPARTMENT

EMAIL ADDRESS

evans@idhtrade.org

TELEPHONE NUMBERS

-

▼ MAIN

-

▼ MOBILE

+31 (0) 6 42 28 7488

+


▼ SELECT

To: Your Recipient

Subject: Check out my new Email Signature

Gillian Evans

Senior Communication Manager



transforming markets

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evans@idhtrade.org






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+31 (0) 6 42 28 7488

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Install Signature

# 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.

