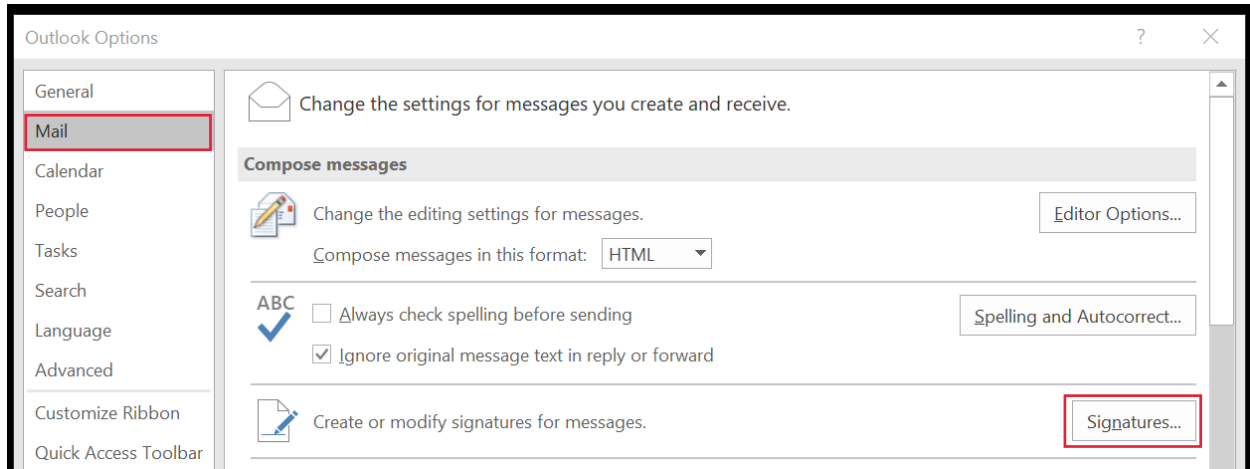


## Instructions to Set-up Email Signature

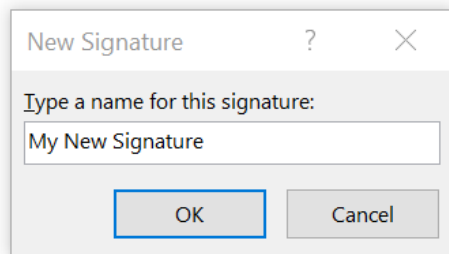
### Step 1: Configure Outlook

#### A. Create a New Signature

- File > Options > Mail > Signatures > New



#### B. Enter a Signature Name



#### C. Assign Your Default Signature

Choose default signature \_\_\_\_\_

E-mail <u>a</u> ccount:	Galipo@goldensierra.com	▼
New <u>m</u> essages:	My New Signature	▼
Replies/ <u>f</u> orwards:	My New Signature	▼

## Step 2: Generate Email Signature Code

Visit <http://goldensierra.com/email-signature-generator/> > Complete Form > Generate Signature

Name\*

*First & last name.*

Title\*

*Your official Golden Sierra job title.*

Office\*

*Your office location.*

Desk Phone Number

*Enter your direct line - no extension necessary.*

Mobile Phone Number

Fax

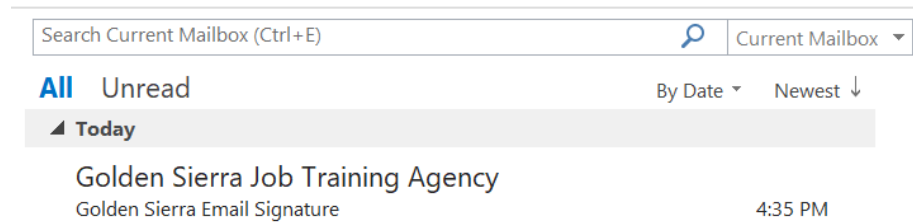
Email\*

*Email address to receive generated signature code*

Generate Signature

### Step 3: Configure Signature Code

#### A. Open your inbox and locate the message from Golden Sierra



#### B. Highlight the code and press Ctrl + C on the keyboard

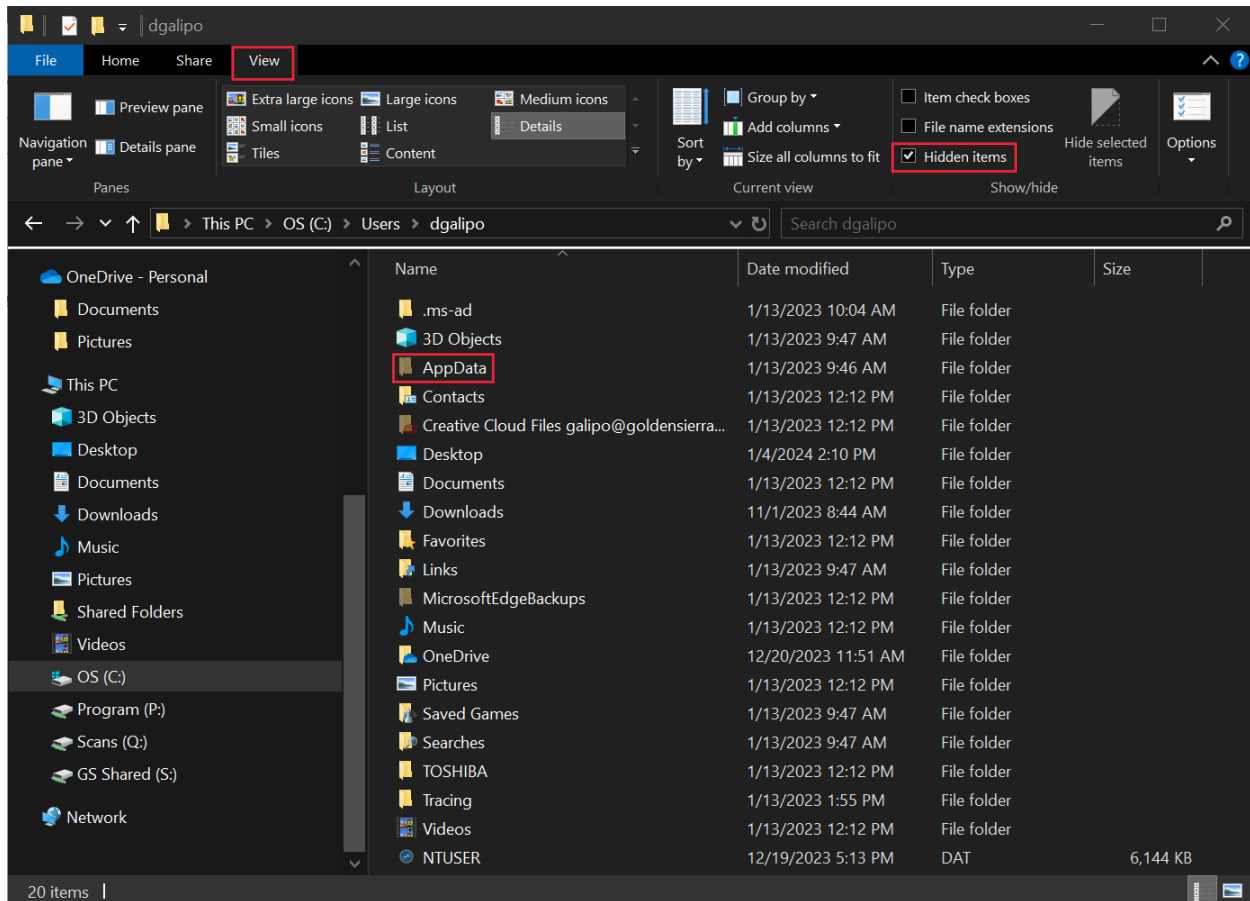
# This is your new email signature.

Instructions for setting up the signature can be found in the attached PDF.

```
<!-- Signature for Darlene Galipo in the Administrative Office office, generated 01/04/2024 --><table cellpadding="0" cellspacing="0" border="0" style="border:none"><tr><td></td><td valign="middle" style="font-family:Arial,Helvetica,sans-serif;padding-left:10px;font-size:14px;line-height:20px;color:#241f21;vertical-align:middle"><b style="font-size:20px">Darlene Galipo</b><br>Account Clerk I</td></tr></table><table cellpadding="0" cellspacing="0" border="0" style="border:none"><tr><td style="font-family:Arial,Helvetica,sans-serif;font-size:14px;color:#6d563f;line-height:17px;padding-left:10px"><a href="http://www.goldensierra.com" style="color:#6d563f;text-decoration:none"><b>Golden Sierra Job Training Agency</b></a><br> 115 Ascot Drive, Suite 140, Roseville, CA 95661<br> Desk: (916) 773-8552<br> Fax: (916) 771-2144<br><hr style="height:1px;color:#f4ba2b;background-color:#f4ba2b;border:none"><a href="https://www.facebook.com/GoldenSierraJobTrainingAgency" style="color:#6d563f;font-size:12px;text-decoration:none"><b>Facebook</b></a> | <a href="https://www.linkedin.com/company/golden-sierra" style="color:#6d563f;font-size:12px;text-decoration:none"><b>LinkedIn</b></a> | <a href="https://www.instagram.com/goldensierrajita" style="color:#6d563f;font-size:12px;text-decoration:none"><b>Instagram</b></a><br><a href="https://goldensierra.com/about/equal-opportunity-notice/" style="color:#6d563f;text-decoration:none;font-size:12px"><i>Golden Sierra is an equal opportunity employer/program.</i></a></td></tr></table>
```

### C. Navigate to the Signatures folder on the C: Drive

- C: > Users > YOUR NAME > AppData > Roaming > Microsoft > Signatures
  - View Settings: Check “Hidden items” to view AppData folder



### D. Locate the HTML document (the one with the name you used in Step 2)

- Click once on the file name to highlight it
- Right click on the file and select Open With > Notepad (a new window will open)

### E. Replace the HTML contents

- Delete the existing HTML code from this file (yes, all of it)
- Press Ctrl + V to paste your new code into this file
- Select File > Save
- When done, close the window