Instructions to Set-up Email Signature

Step 1: Configure Outlook

A. Create a New Signature

• File > Options > Mail > Signatures > New

Outlook Options		?	\times
General	Change the settings for messages you create and receive.		
Mail Calendar	Compose messages		
People	Change the editing settings for messages.	Editor Options	
Tasks	<u>C</u> ompose messages in this format: HTML ▼		_
Search Language	ABC Always check spelling before sending	Spelling and Autocorrect	
Advanced	☑ Ignore original message text in reply or forward		
Customize Ribbon	Create or modify signatures for messages.	Si <u>gn</u> atures	
Quick Access Toolbar			-

B. Enter a Signature Name

New Signature	?	\times			
Type a name for this signature:					
My New Signature					
ОК	Ca	ancel			

C. Assign Your Default Signature

Choose default sign:	ature	
choose deladit sign	attire	
E-mail <u>a</u> ccount:	Galipo@goldensierra.com	
New <u>m</u> essages:	My New Signature	\sim
Replies/ <u>f</u> orwards:	My New Signature	\sim

Step 2: Generate Email Signature Code

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

Email Signature Generator

The signature code will be emailed to your inbox after completing the form.

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Signature Setup Instructions



Name (Required)

First

Title (Required)

Office (Required)

Your office location.

Last

Your official Golden Sierra job title.

Account Clerk I

Administrative Office

Desk Phone Number

Enter your direct line – no extension necessary.

Mobile Phone Number

Optional

Fax

Email (Required)

Email address to receive generated signature code

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(916) 771-2144



Step 4: 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</p> cellpadding="0" cellspacing="0" border="0" style="border:none"><ing src="https://goldensierra.com/app/uploads/2023/12/Golden-Sierra-logo-brandmark-fullcolor.png" width="70" height="70" alt="Golden Sierra Logo"><td valign="middle" style="font-family:Arial,Helvetica,sansserif;padding-left:10px;font-size:14px;line-height:20px;color:#241f21;vertical-align:middle"><b style="fontsize:20px">Darlene Galipo
Account Clerk I<table cellpadding="0" cellspacing="0" border="0" style="border:none"><td style="font-family:Arial,Helvetica,sans-serif;fontsize:14px;color:#6d563f;line-height:17px;padding-left:10px">Golden Sierra Job Training Agency
br> 115 Ascot Drive, Suite 140, Roseville, CA 95661
 Desk: (916) 773-8552
 Fax: (916) 771-2144
<hr style="height:1px;color:#f4ba2b;background-color:#f4ba2b;border:none">Facebook | LinkedIn | Instagram
ar href="https://goldensierra.com/about/equal-opportunitynotice/" style="color:#6d563f;text-decoration:none;font-size:12px"><i>Golden Sierra is an equal opportunity employer/program.</i>

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

📙 🛛 🔁 📒 🗧 dgalipo				- 🗆 X
File Home Share View				^ ?
Navigation pane * Panes	Large icons R Medium icc List Details Content Layout	ons A Sort Add columns + by - Size all columns to fit Current view	 Item check boxes File name extensions Hidden items Show/hide 	Hide selected items
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow This PC \Rightarrow OS (C:)	Users > dgalipo	✓ Ŭ Search dgalipc		م
📥 OneDrive - Personal	Name	Date modified	Туре	Size
Documents	📙 .ms-ad	1/13/2023 10:04 AN	1 File folder	
📙 Pictures	3D Objects	1/13/2023 9:47 AM	File folder	
	📕 AppData	1/13/2023 9:46 AM	File folder	
	📠 Contacts	1/13/2023 12:12 PM	File folder	
3D Objects	📕 Creative Cloud Files gali	ipo@goldensierra 1/13/2023 12:12 PM	File folder	
💻 Desktop	💻 Desktop	1/4/2024 2:10 PM	File folder	
Documents	Documents	1/13/2023 12:12 PM	File folder	
🖊 Downloads	🖊 Downloads	11/1/2023 8:44 AM	File folder	
👌 Music	📙 Favorites	1/13/2023 12:12 PM	File folder	
Nictures	🍺 Links	1/13/2023 9:47 AM	File folder	
💄 Shared Folders	MicrosoftEdgeBackups	1/13/2023 12:12 PM	File folder	
	Music	1/13/2023 12:12 PM	File folder	
	📥 OneDrive	12/20/2023 11:51 A	M File folder	
(C.)	Pictures	1/13/2023 12:12 PM	File folder	
< Program (P:)	👔 Saved Games	1/13/2023 9:47 AM	File folder	
牵 Scans (Q:)	Searches	1/13/2023 9:47 AM	File folder	
< GS Shared (S:)	TOSHIBA	1/13/2023 12:12 PM	File folder	
Network	Tracing	1/13/2023 1:55 PM	File folder	
	Videos	1/13/2023 12:12 PM	File folder	
	O NTUSER	12/19/2023 5:13 PM	DAT	6,144 KB
20 items				

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