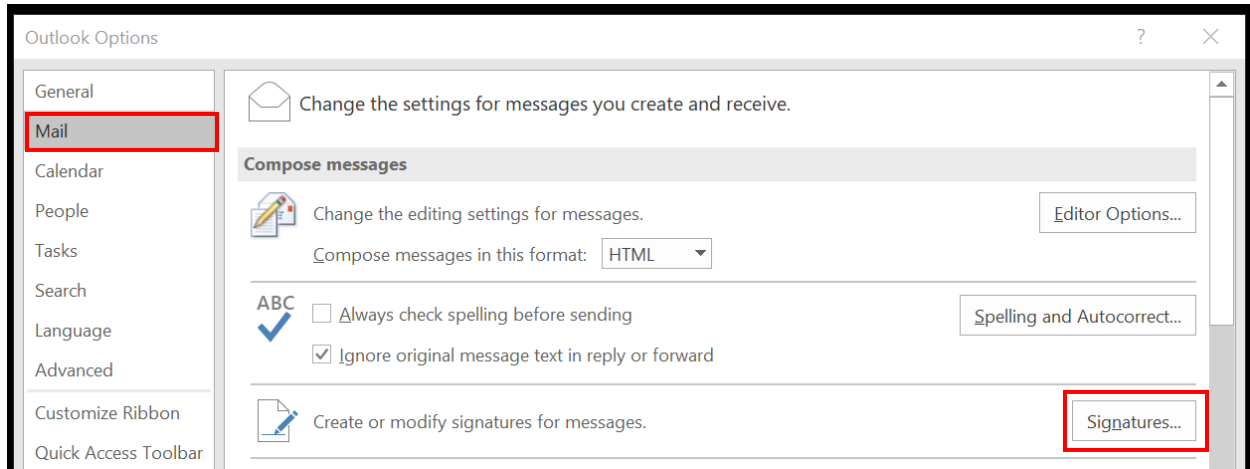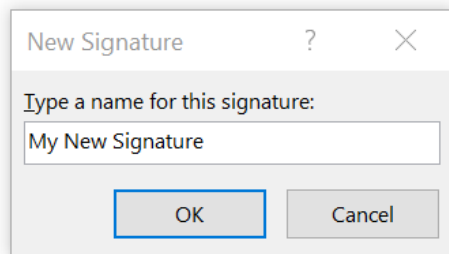**Instructions to Set-up Email Signature**

Step 1: Configure Outlook

A. Create a New Signature
- File > Options > Mail > Signatures > New

B. Enter a Signature Name

C. Assign Your Default Signature

Step 2: Generate Email Signature Code

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

Email Signature Generator

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

Signature Setup Instructions   **Download**

Name *(Required)*

First

Last

Title *(Required)*

Your official Golden Sierra job title.

Account Clerk I ▼

Office *(Required)*

Your office location.

Administrative Office ▼

Desk Phone Number

Enter your direct line – no extension necessary.

Mobile Phone Number

Optional
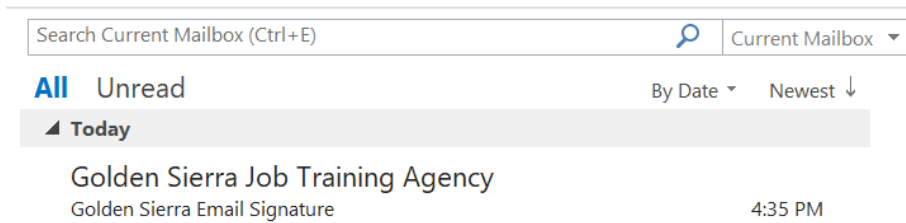
Fax

(916) 771-2144

Email *(Required)*

Email address to receive generated signature code

Generate signature

Step 4: Configure Signature Code

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

Search Current Mailbox (Ctrl+E) 🔍 | Current Mailbox ▼

All Unread | By Date ▼ Newest ↓

◢ Today

Golden Sierra Job Training Agency
Golden Sierra Email Signature | 4:35 PM

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><img src="https://goldensierra.com/app/uploads/2023/12/Golden-Sierra-logo-brandmark-fullcolor.png" width="70" height="70" alt="Golden Sierra Logo"></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
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">Golden Sierra Job Training Agency
 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
<i>Golden Sierra is an equal opportunity employer/program.</i></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
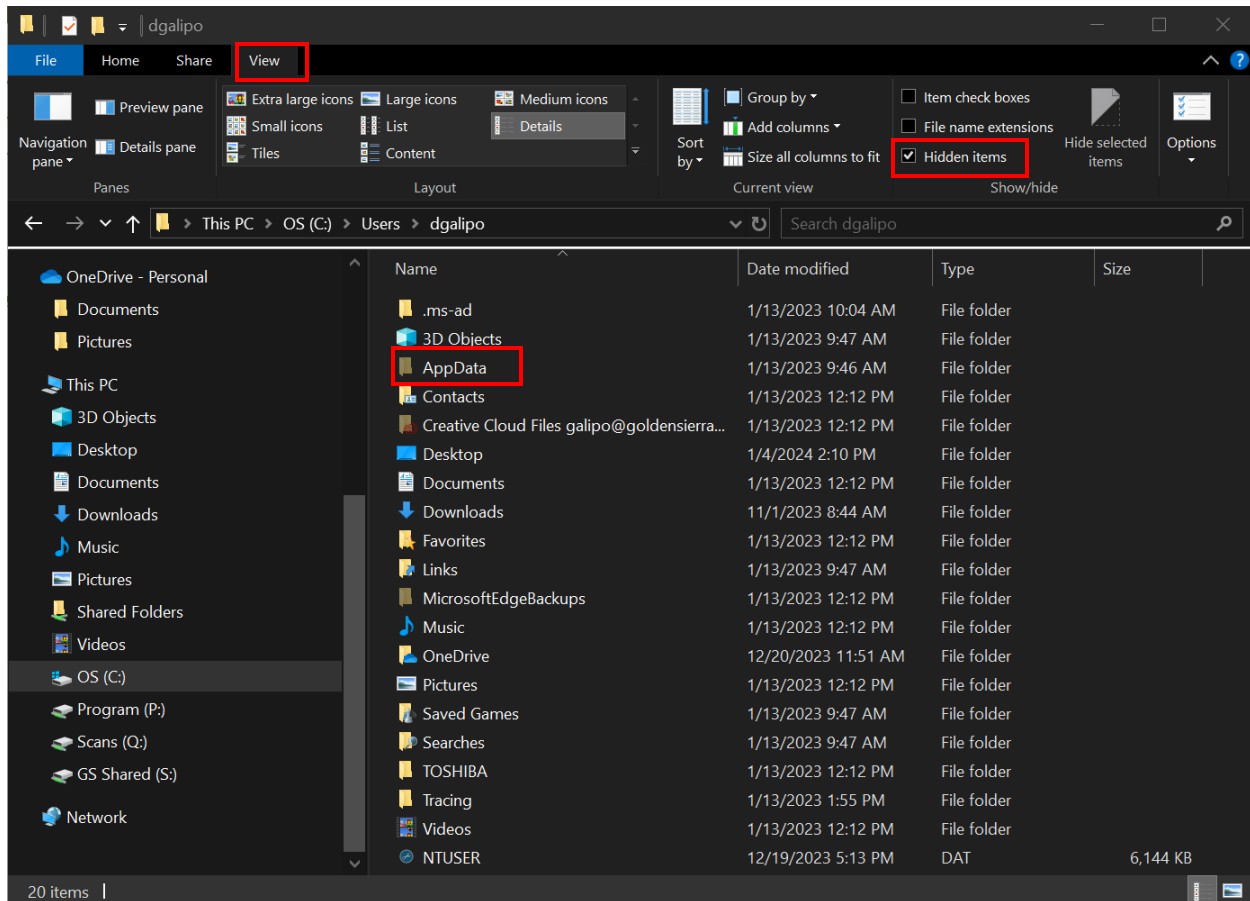
D. Locate the HTML document (the one with the name you used in Step 2)
- Click once on the file name to highlight it
- Right click on the file and select Open With > Notepad (a new window will open)

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