

A cluster of overlapping 3D geometric shapes in shades of yellow, green, and blue, located in the top-left corner of the slide.

Email Signatures

For Smartermail & Outlook



SMARTERMAIL

Login to your Account

Click Settings

Click Signatures

Account

Profile

Autoresponder

Calendar Settings

Connectivity

Content Filtering

Events

Mailing Lists

Sharing

Signatures

Spam Filtering

Save Cancel **Change Password**

User

Language
English

Time Zone
(UTC-05:00) Eastern Time (US & Canada)

Reply-To Email Address

Recovery Email Address

Plus Addressing
Disabled

Notifications

☒ Calendar reminders

☒ New emails

Folder Aut

☐ Over

No auto-c
administra

Source: Sy



SMARTERMAIL

Enter the information you want:

Your Name, address, email, phone, etc.

There are simple settings for Bold, Italic and Underline.

If you want more extensive settings, click the plus sign for more.

Signature

?

Name *

Primary Signature

B*i*u⌵⚙️⊕

Your Name

[YourEmail@YourDomain.com](#)

724-123-1234

Any other text you want to add

Cancel

Save



SMARTERMAIL

Enter the information you want:

Your Name, address, email, phone, etc.

There are simple settings for Bold, Italic and Underline.

If you want more extensive settings, click the plus sign for more. Including the ability to change the font, font size, and color.

Click Save

NOTE: The choice of fonts is limited to fonts that appear the same on all computers.

Signature ?

Name *
Primary Signature

B i U +

Your Name
YourEmail@YourDomain.com
724-123-1234
Any other text you want to add

Save

Signature ?

Name *
This field is required.

B i U



SMARTERMAIL

Adding an image (logo) to your signature

Adding an image to your signature is possible but requires:

- An image that is stored online (like on your website or a 3rd party website like Facebook).
- Some knowledge of HTML

Signature

?

Name *

Primary Signature



```
<div>Jane Noel</div>
<div>Chroma Studios</div>
<div></div>
<div><a href="mailto:jane@chroma-
marketing.com">jane@chroma-marketing.com</a></div>
<div>724-523-3001</div>
```

Cancel

Delete

Save



SMARTERMAIL

- Click on the code symbol to see the code for the information already entered.
- Place your image tag with the link from your online image.
- `<div></div>`
- If your image is not the right size, you may need to add the width or height to the image. EX: width="200" height="auto"

Signature

?

Name *

Primary Signature



```
<div>Jane Noel</div>
<div>Chroma Studios</div>
<div></div>
<div><a href="mailto:jane@chroma-
marketing.com">jane@chroma-marketing.com</a></div>
<div>724-523-3001</div>
```

Cancel

Delete

Save














SMARTERMAIL






- Click on the code symbol to return to the visual view and you should see your image.
- Save
- For more information:
- <https://help.smartertools.com/smartermail/current/topics/user/settings/mysettings/signatures.aspx>


Signature ?

Name *
Primary Signature

B *i* U ~~ABC~~ ↶ ↷ A ▾ AA ▾ A  

“ ” < >         

Jane Noel
Chroma Studios
 chroma
studios
jane@chroma-marketing.com
724-523-3001

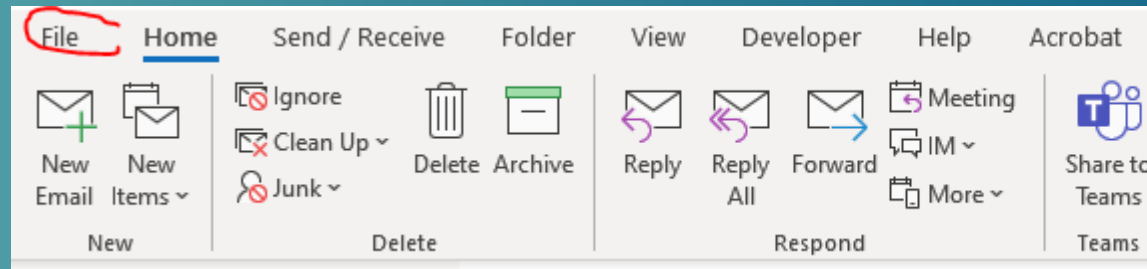
Cancel Delete

Save



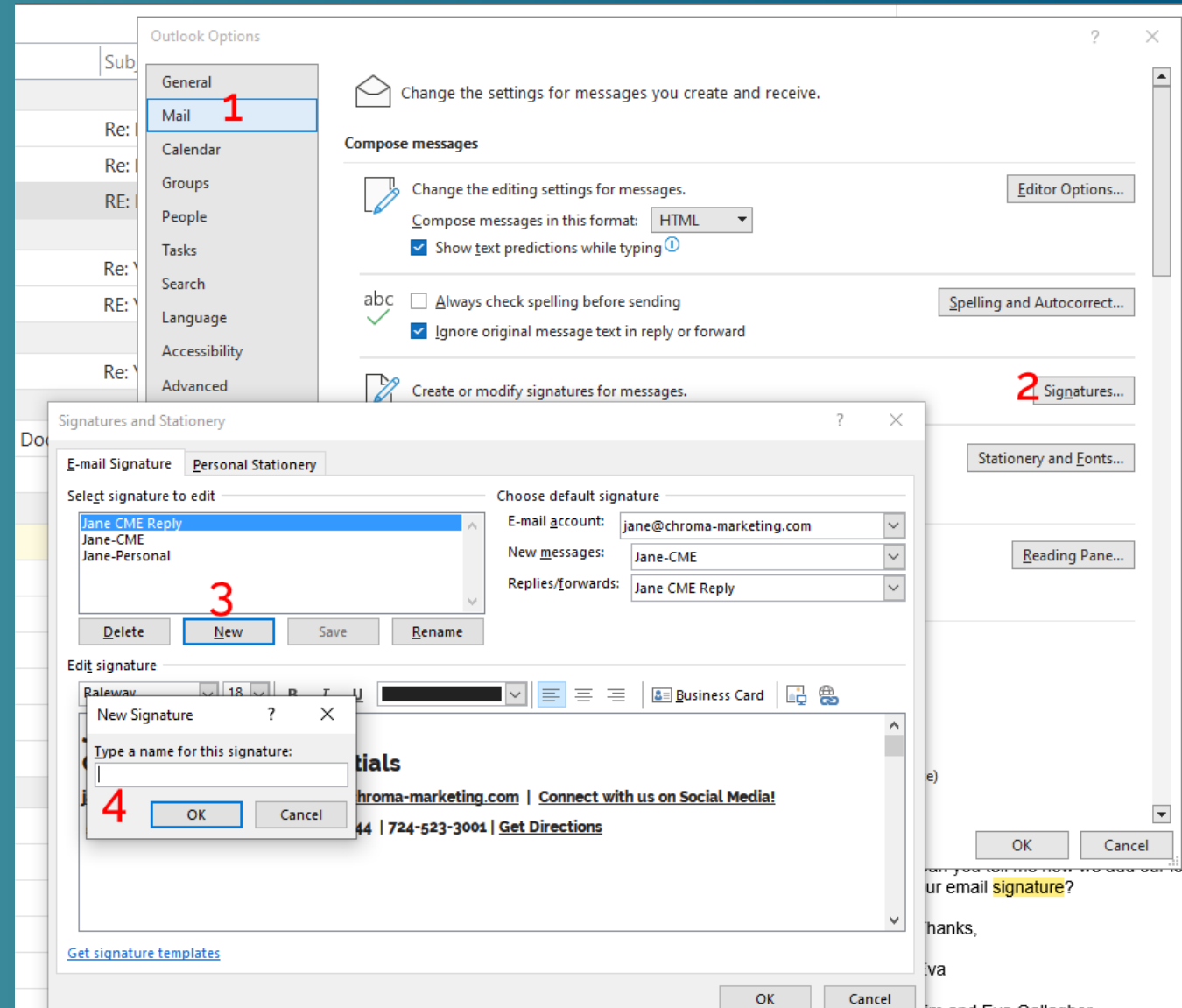
Outlook

- This process can vary from version to version. One thing you can do is search “Signature” in Help.
- For current versions of Outlook (as of this writing)
 - File
 - Options



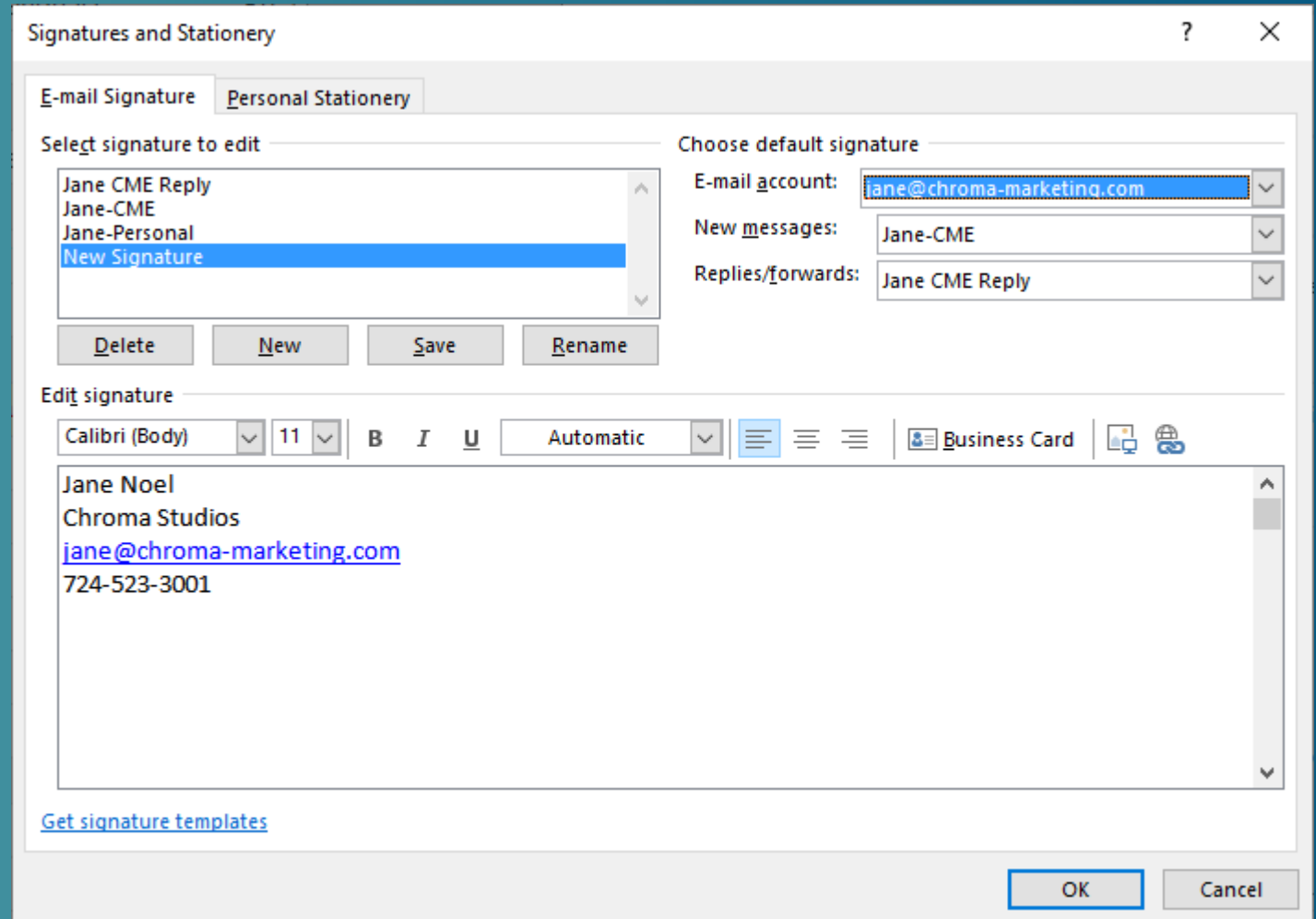
Outlook

- Choose Mail
- Choose Signatures
- Click New
- Enter a name for your signature (like Primary Signature or Reply To Signature) and click OK.



Outlook

- Choose what account this belongs to (if you have more than one account).
- Choose if it shows up automatically on new messages or replies/forwards.
- Change the font, color, size, and other formatting as desired.



The screenshot shows the 'Signatures and Stationery' dialog box in Microsoft Outlook. The 'E-mail Signature' tab is selected. On the left, a list titled 'Select signature to edit' contains 'Jane CME Reply', 'Jane-CME', 'Jane-Personal', and 'New Signature' (which is highlighted). Below this list are buttons for 'Delete', 'New', 'Save', and 'Rename'. On the right, the 'Choose default signature' section has three dropdown menus: 'E-mail account' (set to 'jane@chroma-marketing.com'), 'New messages' (set to 'Jane-CME'), and 'Replies/forwards' (set to 'Jane CME Reply'). Below these is the 'Edit signature' section with a rich text editor. The editor's toolbar shows 'Calibri (Body)' font, size '11', and bold, italic, and underline options. The signature text in the editor reads: 'Jane Noel', 'Chroma Studios', 'jane@chroma-marketing.com' (hyperlinked), and '724-523-3001'. To the right of the text area is a 'Business Card' icon. At the bottom left of the dialog is a link 'Get signature templates'. At the bottom right are 'OK' and 'Cancel' buttons.



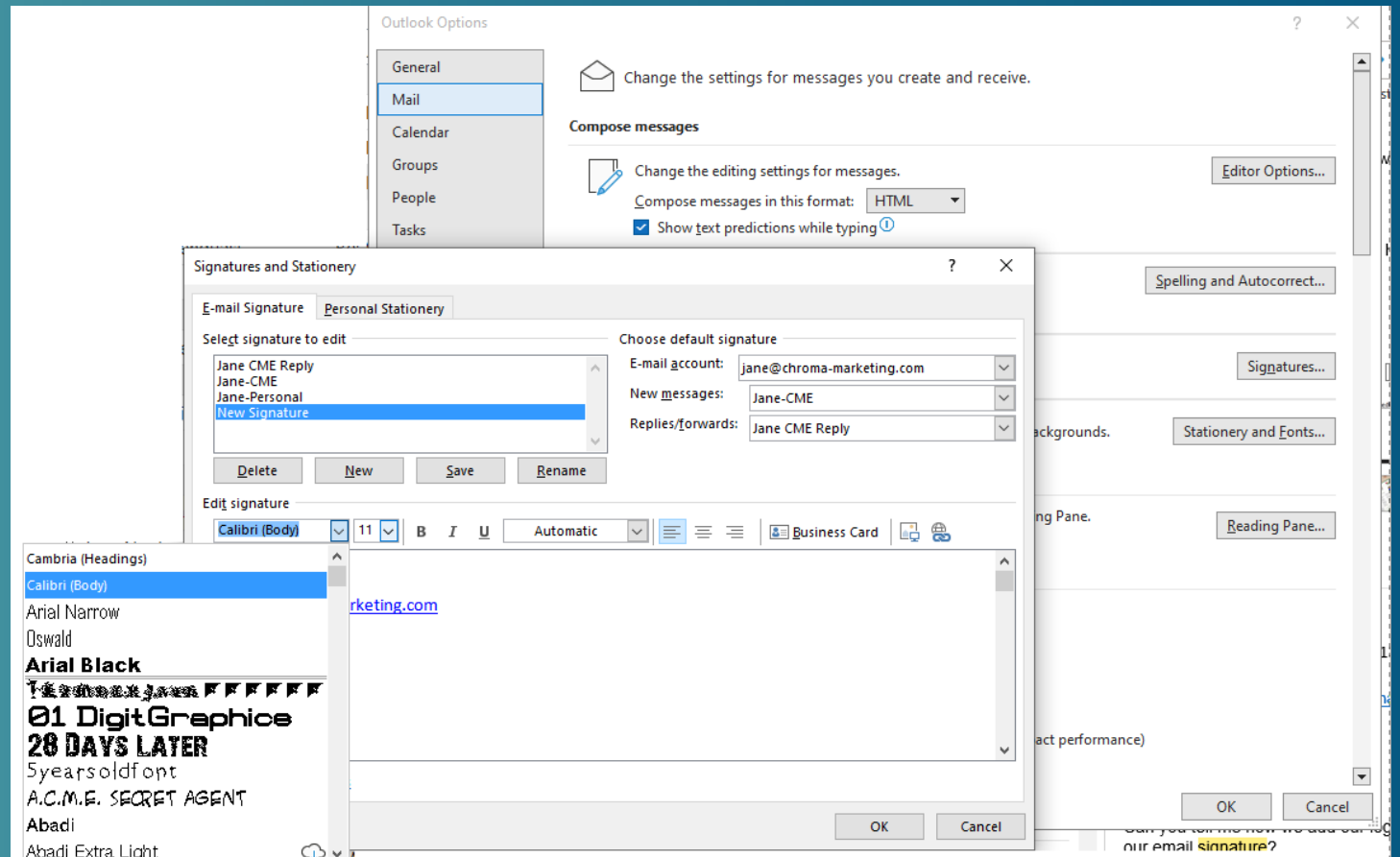
Outlook

An IMPORTANT NOTE ON FONTS.

Windows allows you to pick any font that is installed on your computer.

BUT UNLESS THE RECIPIENT ALSO HAS THAT FONT, it will not appear the same for them.

Stick to Web Safe fonts or Windows Safe fonts to be certain your signature looks the same for everyone.



Outlook

An IMPORTANT NOTE ON FONTS.

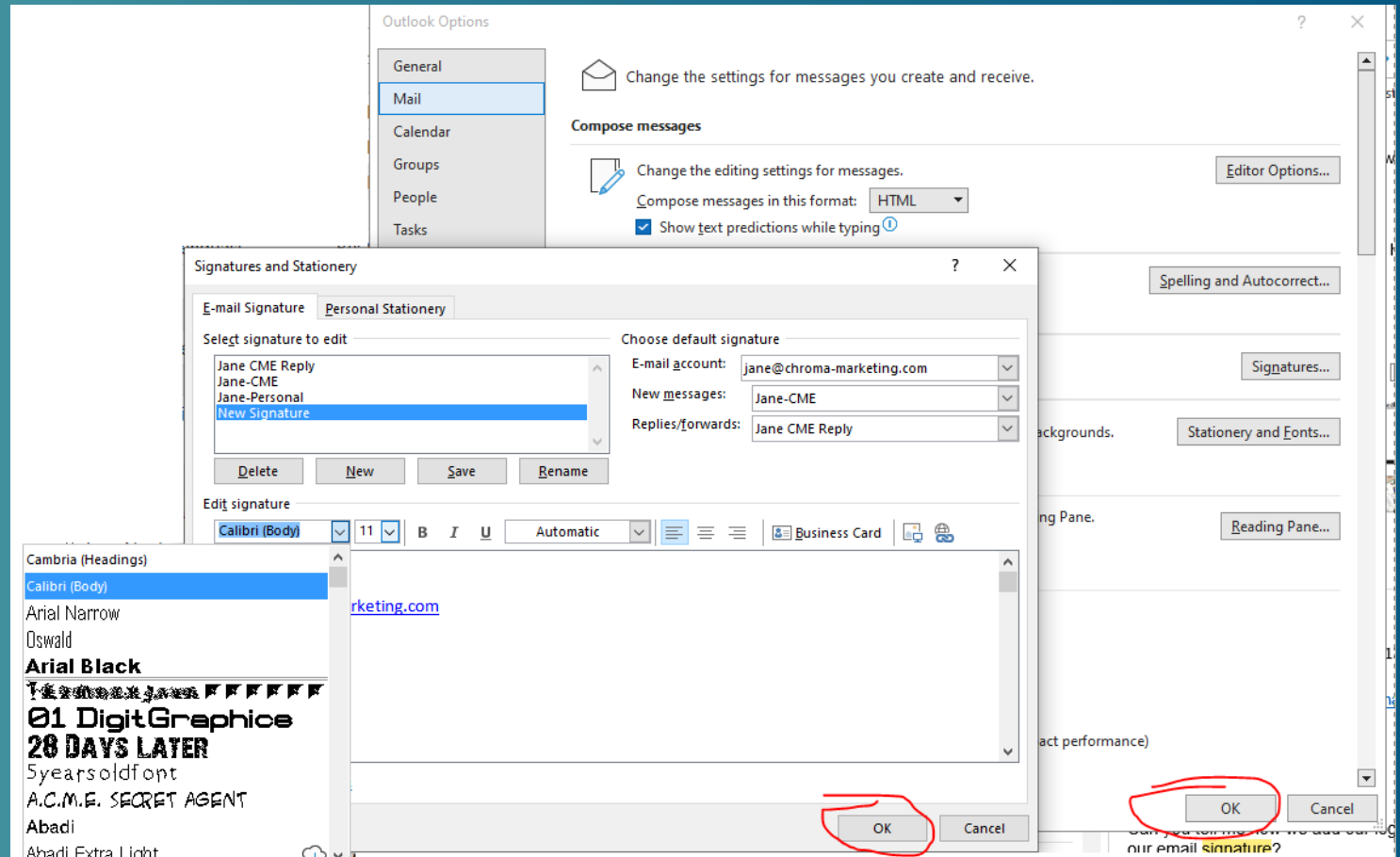
These fonts will work 100% both on PC and on a Mac, and on all leading browsers and email platforms softwares:

- 1.Arial
- 2.Courier New
- 3.Georgia
- 4.Lucida Sans
- 5.Tahoma
- 6.Times New Roman
- 7.Trubuchet
- 8.Verdana
- 9.Comic Sans
- 10.Impact
- 11.Palatino



Outlook

Click OK and OK again to save.



Outlook

To add an image/logo to your signature

Put the cursor where you want the image to go.

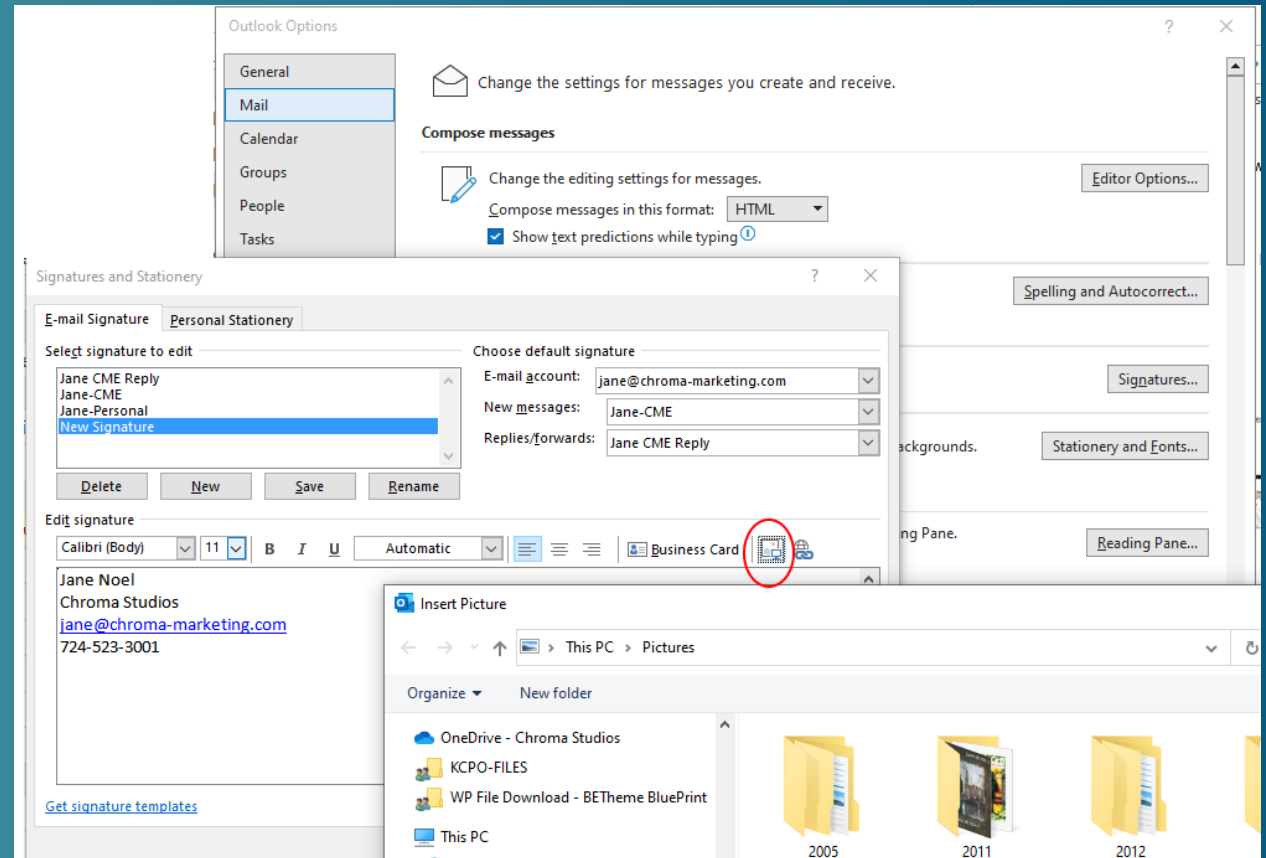
Click the insert image button

Browse to find the picture you want.

Insert the image.

To format (resize) the image, right click and choose Picture.

Click OK and OK again to save.



A Few Notes


- There is no guarantee that the recipients will view the signature *the same as you set it up*.
 - If you used a font that is not on the recipient's computer it will appear different to them.
 - If they have images turned off or are not using HTML email, the images will not appear.
- Depending on settings on their computer, they may need to choose to download images before seeing an image in your signature.
 - This is a privacy option because user's behavior is often tracked by an invisible pixel that is not downloaded unless the recipient approves.

Jane Noel

Chroma Marketing Essentials

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516 Lowry Avenue | Jeannette PA 15644 | 724-523-3001 | [Get Directions](#)

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.





724-523-3001

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