



- 1) Make an html file with text and graphics.
Keep these together in the same folder
- 2) Save the html file as **signature.htm** in the folder on your computer.
Send the folder to client

In Windows XP or NT

- 1) Open **Outlook** go to Tools > Options > Mail Format > Signatures > New
- 2) Enter the file name (call it sig or whatever you decide).
- 3) Enter a name for your new signature field.
- 4) Click > Use this file as a template
- 5) Browse and find the **signature.htm** file in your computer
press select
press next

You do not need to enter anything in this field unless you have a disclaimer
- 6) Press Finish

Send an email to someone you work with to see if it is working properly.

EXAMPLE:



4 Park Avenue | Lac du Bonnet T 204 345 2514 T 1 888 298 9023 | wrbcfdc.mb.ca

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