**Step by Step Guide - Uploading Your Signature Into Outlook**

Hello! Welcome to the guide to uploading your new email signatures into Outlook. Please follow this guide in order. There will be two parts of this guide, one for your primary signature, and one for your return signature.

If you are having trouble with following along, please reach out to [sydney@premiercmga.com](mailto:sydney@premiercmga.com) and we will set up a 1:1 zoom meeting.

**Part 1: Primary Email Signature**

**Step #1 - Opening Outlook Signatures**

* Open Outlook
* Start a New Mail
* Click Insert
* Click the drop down arrow next to “Signature”
* Click the bottom option “Signatures…”

**Video Tutorial for Step #1**

<https://www.veed.io/view/7e1bdb30-4ff6-4335-b086-1f7ae1342254?panel=share>

**Step #2 - Starting a New Signature**

* Under “Create and edit signatures” click “+ New Signature”
* In the text box, type your first and last name (Ex: Sydney LeBoeuf)

**Video Tutorial for Step #2:**

<https://www.veed.io/view/8e498c00-8909-4116-b8ef-d772d219bf7e?panel=share>

**Step #3 - Transferring your word document into outlook**

* Open your word document that has your new email signature
* Click the 4 arrow button on the top left of your screen
* Ensure this creates a highlight over all of the items on the document
* IF everything is not highlighted, click the 4 arrow button again until everything is highlighted.
* Copy all highlighted information
* Go Back to Outlook
* Paste in the textbox (To easily paste, hit COMMAND and V on your keyboard).

**Video Tutorial for Step #3**

<https://www.veed.io/view/3bdf7220-2735-444b-948d-749af16d4e6d?panel=share>

**Step #4 - Removing Unneeded Information**

* Since this is your main email signature, you will remove the “return signature” portion of the text (at the bottom). We will upload this as a separate signature in the end.
* Next, you will click on the box where your photo is supposed to be, and delete.
* Next, you will click on where the “Write a Review” image is supposed to be, and delete.

**Video Tutorial for Step #4**

<https://www.veed.io/view/6da63312-c290-464c-b8dc-ab047c4e19aa?panel=share>

**Step #5 - Adding images back to your signature**

* Open your word document
* Copy the photo of your headshot/ logo
* Open Outlook, and ensure your cursor is blinking in the upper left corner.
* Paste the photo of your headshot/ logo (COMMAND, V)
* Adjust the image (Hover over the bottom right hand corner of the photo, and drag the image inwards)
* Open the word document again
* Copy the “Write a Review” photo
* Ensure cursor is below “Atlanta’s Premier Care Manager Firm”
* Paste (COMMAND, V) the “write a review photo”
* Adjust the image (Hover over the bottom right hand corner of the photo, and drag the image inwards)

**Video Tutorial for Step #5**

<https://www.veed.io/view/92d24674-5715-4327-a918-1f002449ad56?panel=share>

**Step #6 - Adding Link to “Write a Review” Image**

* Open your word document
* Click on the green “Click” button on the “Write a Review” image.
* This will open up the page to write a review on Google.
* In your search bar, click on the text and hit copy.
* Open Outlook
* Click on the Write a Review image
* Click the hyperlink button (bottom right)
* Click in the blank text box, and paste (COMMAND, V)
* Hit OK

**Video Tutorial for Step #6**

<https://www.veed.io/view/cc98005b-c91d-48a7-9eba-04565a7ea7d7?panel=share>

**Step #7 - Save your email signature and set as default signature**

* On the bottom right hand corner, click SAVE to save your signature
* Next, find the “default signatures section”
* Click the drop down arrow next to “For new messages” and select the signature you just created (first and last name)
* Hit SAVE again

**Video Tutorial for Step #7**

<https://www.veed.io/view/9704ee8a-4485-4092-9619-b4cc102d48f2?panel=share>

**See Next Page for Step-by-Step Return Signature Guide**

**Part 2: Return Email Signature**

**Step #1 - Starting a New Signature**

* Under “Create and edit signatures” click “+ New Signature”
* In the text box, type your first name return (Ex: Sydney Return)

**Video Tutorial for Step #1**

<https://www.veed.io/view/3c8d294d-3d48-42c8-bf75-0240fe5e243a?panel=share>

**Step #2 - Adding Return Information**

* Open your word document
* Highlight everything under “Return Signature”
* Copy highlighted information
* Go back to Outlook
* Paste (COMMAND, V) information into the text box

**Video Tutorial for Step #2**

<https://www.veed.io/view/c6747541-60ae-4734-a5bb-edf8f7c5de0d?panel=share>

**Step #3 - Saving and setting as default signature for replies/ forwards**

* Click blue SAVE button
* Click the drop down arrow in the “Default Signatures” section next to “replies/ forwards”
* Select the signature you just made (First name, return)
* Click SAVE again

**Video Tutorial for Step #3**

<https://www.veed.io/view/46705b35-74b5-4e5b-b8fe-4d063fad3e1c?panel=share>

**CONGRATULATIONS, YOU’RE FINISHED!!**