



EMAIL SIGNATURES

HOW TO GUIDE

Step 1: Open a New Email. From the Ascent email signature template, copy the placeholder text and paste into the draft email. Edit the information to show your contact information in the body of the draft email. Double check information is accurate.

Step 2: Copy the inserted and formatted signature from the email draft (*Highlight, right click and select 'Copy'*).

Step 3: In the Outlook email client, navigate to 'File' (*upper left section on the ribbon*) and click 'Options' (*second from the bottom*).

Step 4: Under 'Mail' (*second from the top*) click the 'Signatures...' button (*third from the top on the right*).

Step 5: Under 'Select signature to edit' click the 'New' button.

Step 6: Name the new signature (example: Your Name - Ascent Global Logistics). Click 'OK'.

Step 7: Paste the contents of your signature into the 'Edit Signature' dialogue box. Click the 'Save' button.

Step 8: In the 'Choose default signature' section, use the drop down arrow to select the new signature (*name from step 6*) for 'New messages:' and 'Replies/forwards:'. It is strongly recommended to use the full signature on all new messages, replies and forwards.

Step 9: Send a test email to yourself. Double check links and spelling.

If issues are encountered please contact your direct supervisor for help.