

CREATING A SETsquared EMAIL FOOTER

Outlook 2013/2016

1. On the **Home** tab, click **New E-mail**.
2. Click the **Message** tab.
3. In the **Include** group, click **Signature**, and then click **Signatures**.
4. On the **E-mail Signature** tab, click **New**.
5. Type a name for the signature, and then click **OK**.
6. In the **Edit signature** box, type the text that you want to include in the signature.
7. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
8. Then click the image icon and use the following url to add the logo –
http://www.setsquared.co.uk/wp-content/uploads/2018/12/WorldsTopBusinessIncubator_v3.jpg
9. Now click the image that should appear in the footer and press the 'chain' icon to link to
<http://www.setsquared.co.uk>.

Note if the image comes out large and distorted, you should do the following: open the URL above in a browser > right click > copy image > create new email and remove the distorted image > paste the new image > set hyperlink as in 9 above > copy all content and use to create a new signature.

Outlook 2007/2010

In a new message, on the Message tab, in the Include group, click Signature, and then click Signatures.

NOTE: To add your signature when replying to or forwarding a message, the signature options on the Message tab become available after you click Reply, Reply to All, or Forward.

On the E-mail Signature tab, in the Select signature to edit list, click the signature that you want to modify.

In the Edit signature box, make your changes to the signature. When adding/editing the image please use this url instead of attaching the image itself - http://www.setsquared.co.uk/wp-content/uploads/2018/12/WorldsTopBusinessIncubator_v3.jpg. You should then click the image and click the 'chain' icon to link to www.setsquared.co.uk/top50.

To format the text, select the text, and then use the style and formatting buttons to select the options that you want.

After making your changes, click OK.

NOTE If you want your changes to appear in the signature in a message that you currently have open, you need to update the existing signature. On the Message tab, in the Include group, click Signatures, and then click the signature.

Apple Mail

For **Apple Mail** please see

https://support.apple.com/kb/PH19144?locale=en_GB&viewlocale=en_US

Gmail

For **Gmail** please do the following:

1. Click the 'gear' icon top right
2. Settings > General tab
3. Signature > select correct address from drop down
4. Remove existing image if there is one there.
5. Click image icon (picture of a mountain)
6. Click 'Web Address (URL)' then paste the image URL which is http://www.setsquared.co.uk/wp-content/uploads/2018/12/WorldsTopBusinessIncubator_v3.jpg
7. Highlight the image and click the link icon > Web address = <http://www.setsquared.co.uk>. On some occasions the URL may not save, please click on the image to show the link address, if it is simply a forward slash or other incorrect address click Change and update to the correct web address.

Thunderbird


In Thunderbird you need to highlight the account on the left hand side (not a subfolder) and on the right you should see 'Signature Text' within the 'Default identity' section.

I would recommend you create an HTML signature and link to it. If you don't have an HTML editor you can create this in Word and Save As HTML. The footer image you should link to can be found http://www.setsquared.co.uk/wp-content/uploads/2018/12/WorldsTopBusinessIncubator_v3.jpg

Hotmail/Outlook.com

Font and signature

To change the default font or signature for your outgoing email

1. Click the Options icon , and then click Options.
2. Under Writing email, click Formatting, font and signature.
3. You can change the font you use, and create a personal signature.
4. To change the size of the font in your inbox, adjust the zoom setting on your browser.
5. To add the logo please click this link to open the image in your default browser http://www.setsquared.co.uk/wp-content/uploads/2018/12/WorldsTopBusinessIncubator_v3.jpg
6. Now in your browser right click on the image and select 'copy image', go back to hotmail/outlook.com and paste the image in (right click > paste or Ctrl+V). You should then highlight the image and click the link icon and enter www.setsquared.co.uk/top50.