

eSignature Setup

SIRIUS WORKFORCE



Your Name

Your Title

251.123.4567 • 123.456.7890 mobile

name@siriusworkforce.com

www.siriusworkforce.com

MICROSOFT OUTLOOK – APPLICATION

Get the eSignature

1. Go to: <https://creativeeden.com/files/esigs/workforce-esig-new.html>
2. Select all, and **copy**

Enter into Outlook

1. Open Outlook and go to **Outlook » Preferences**, then click on the **Signatures** icon
2. Make sure the signature you currently use is selected, and click **Edit**
3. Select all, delete, and paste in the new one
4. Enter the correct information for your name, title, and phone numbers, keeping the format (use dots to separate the numbers in your phone numbers).
5. To change your email
 - Right-click on the email address, and select **Hyperlink » Edit Hyperlink**
 - Edit the address in **Text to Display**
 - Make sure the **Email Address** tab is selected, and edit the **Email Address** field
 - Click **Okay**
7. Close the window and **save** when you're done
8. Confirm that the signature is assigned to new messages and replies/forwards, then close that window.

MICROSOFT OUTLOOK – ONLINE BROWSER

Get the eSignature

1. Go to: <https://creativeeden.com/files/esigs/workforce-esig-new.html>
2. Select all, and **copy**

Enter into Outlook Online

1. Go to outlook.com
2. Click on the gear icon in the blue bar at the top for Settings
3. Click on **View all Outlook settings** at the bottom of the column that appears

4. Click on **Compose and reply** on the left under **Layout**
5. Make sure the signature you currently use is selected in the drop-down.
6. In the editor window, select all, delete, and paste in the new one.
7. Enter the correct information for your name, title, and phone numbers, keeping the format (use dots to separate the numbers in your phone numbers).
8. To change your email
 - Highlight the full email address
 - Click the link icon (chain links to the far right of tools, highlighted in yellow below)



- Change the email address in both the **Display as** and **Web address (URL)** fields. Make sure to keep the “mailto:” before your address.
 - Click **OK**
9. To change the color of your email link
 - Highlight the full email address again
 - Click on the down-arrow by the **A** icon
 - Click **More Colors**
 - In the **Hex** box, enter **293b8e**
 - Click **OK**
 10. Below the editor window, make sure the signature is selected in both drop-downs for **Select default signatures**.
 11. Click the blue **Save** button, and close the window

ANDROID

Get the eSignature

1. Go to: <https://creativeeden.com/files/esigs/workforce-esig-new.html>

2. Select all, and **copy**

** You can also send yourself an email with your signature, and copy it on your Android from there.*

Enter the eSignature

1. Open the Outlook App on your Android device
2. Tap the menu button from the top left
3. Tap the settings gear icon on the bottom left of the menu
4. When you're in the Settings menu, tap on **Signature**
5. Delete the current signature, and paste the new one into the text box
6. Tap the checkmark in the top right to save

** The logo may not show up in this view, but should appear when you create an email.*

APPLE – MAC MAIL

Set Up a New Base Signature

- Open MacMail
- Click on **Mail » Preferences** from the top menu
- Click on the **Signatures** icon
- Click on your Sirius email account, in the far left column
 - Click the **+** at the bottom of the middle column, to add a signature
 - Give it a name
 - Make sure that name shows in the drop-down by **Choose Signature**
 - Close the window.
- Quit out of MacMail

Get Custom Signature Code

- Edit the highlighted text in the following code, with your own information
- If you only have one phone number, after 251.123.4567, delete text from ** ** to **mobile**. The line after “Your Title
” would read **251.123.4567 </p>**
- Once all your information is in, copy all the code

```
<style>
.ExternalClass * {line-height: 100%}
p {margin-top: 0px; margin-bottom: 8px;}
</style>
<p>&nbsp;</p>
<table cellpadding="0" cellspacing="0" border="0">

  <tr>
    <td colspan="2"></td>
  </tr>
  <tr>
    <td width="45">
      <p><br>
</p></td>
    <td width="366" style="padding-top:10px; font-size:13px; font-weight:normal;
line-height:16px; font-family:Helvetica,Arial,Trebuchet MS,Sans Serif;"><p>
      <span style="color:#293b8e; font-weight: bold;">Your Name</span><br>
      Your Title<br>
      251.123.4567 &nbsp;<span style="color:#972734;">&bull;</span>&nbsp;<span style="color:#293b8e; font-weight: bold;">123.456.7890
      mobile</p>
      <p><a style="color: #293b8e;text-decoration:none;"
href="mailto:name@siriusworkforce.com">name@siriusworkforce.com</a><a style="color:
#293b8e;text-decoration:none;" target="_blank" ><br>
      </a><a style="color: #293b8e;text-decoration:none;"
href="https://www.siriusworkforce.com" target="_blank" >www.siriusworkforce.com<br>
      </a></p></td>
  </tr>
</table>
```

Apply the Custom Signature

- Go to your desktop, and in the **Finder** menu, click on **Go**
 - Hold the **option** key down and you'll see **Library** appear
 - Click on **Library**
- Open the following folders from there
 - **Mail**
 - **V9** (or whatever "V" folder appears for you. If you have more than one, choose the higher number)
 - **MailData**
 - **Signatures**
- This now brings you to all your signature files (long string of numbers and letters, ending in "mailsignature")
 - If you have more than one, click on **Date Modified** to organize files with the most recent at the top.
 - Right-click on the top mailsignature file (the one you just created), and select **Open with » Text/Edit**.
 - If **Text/Edit** doesn't appear as an option, select **Applications**, and find **Text/Edit** in the next window.
 - Keep the top few lines for **Content-Transfer to Mime-Version**.
 - Highlight the entire second paragraph, beginning with **<body** and paste in the code you copied above.
 - Save, and close the window
- Click back on the **Signatures** window, and make sure the file you just edited is selected.
 - Click **command-i** to open the file's info window
 - Check the **Locked** checkbox to lock the file
 - Close the info window
 - Close the Signatures window
- Open MacMail and now when you start a new message, it should automatically appear. (Note: You may want to go back into Preferences and delete the old signature you had.)

IPHONE

Grab the Signature

- From your desktop email, send yourself a blank email with just the signature
- Open that message on your iPhone's email
- Press and hold your finger on your name (or any part of the signature that isn't a link or image) until the pop-up menu appears.
- Drag the blue handles to either side until your entire signature (logo and text) is highlighted
- Select **Copy**

Apply It to Your Settings

- Go to your iPhone's **Settings**
- Go to **Mail**
- Scroll to the bottom and click on **Signature**
- Click on **Per Account**
- In the signature for your Sirius email, delete the existing text (Sent from my iPhone)
- Hold your finger down in that space, until the pop-up menu appears. Click on **Paste**
- Your signature will appear *unformatted*. Your iPhone automatically applies its own formatting, but we'll correct that:

- SHAKE your iPhone, and you'll get a window that says **Undo Change Attributes**
 - Click on **Undo**
 - You should see your signature now correctly formatted!
- Close out of Settings, and you can now use your email