

KENSINGTON OUTLOOK EMAIL SIGNATURE INSTRUCTIONS FOR INSTALL – FULL SIGNATURE:

- Drag the attached Zip folder of the full signature to your desktop or computer
- Right click to “extract all” contents from the zipped folder
- Open the "kensington-signature.html" file using ***Internet Explorer if you are on a PC***. Open the "kensington-signature.html " file using ***Firefox if you are on a MAC***.
- With the signature file open in Internet Explorer, drag mouse from bottom right to top left corner to select all content.
- Right click and select “Copy” (***CTRL+A and CTRL+C will not work for this***)
- From Outlook: Select “New Email” then "Insert"
- From the "Insert" window select "Signatures"
- Click on "New" and name the signature “Full Signature”
- Paste the contents of the signature that you copied from Internet Explorer or Firefox
- Edit the name, title, address, and phone number with the appropriate info
- Click "Save" to complete the process
- Under the “Choose default signature” section, select “Full Signature” from the New messages dropdown list to make this your new default signature
- Click “Ok” to complete the process
- Should you need to go back and update your information, please start the process over again

KENSINGTON OUTLOOK EMAIL SIGNATURE INSTRUCTIONS FOR INSTALL – CONDENSED SIGNATURE:

- Drag the attached Zip folder of the condensed signature to your desktop or computer
- Right click to “extract all” contents from the zipped folder
- Open the "kensington-signature.html" file using ***Internet Explorer if you are on a PC***. Open the "kensington-signature.html " file using ***Firefox if you are on a MAC***.
- With the signature file open in Internet Explorer, drag mouse from bottom right to top left corner to select all content.
- Right click and select “Copy” (***CTRL+A and CTRL+C will not work for this***)
- From Outlook: Select “New Email” then "Insert"
- From the "Insert" window select "Signatures"
- Click on "New" and name the signature “Condensed Signature”
- Paste the contents of the signature that you copied from Internet Explorer or Firefox
- Click "Save" to complete the process
- Under the “Choose default signature” section, select “Condensed Signature” from the Replies/forwards dropdown list to make this your new default replies/forwards signature
- Should you need to go back and update your information, please start the process over again