

Direction on installing your Outlook signature – April 2023

- Go to this link and fill out the prompts: <https://jsfiddle.net/f02prac4/>
 - As you are filling the prompts, please keep in mind two things:
 - If you have a CPRP or other certifications, I was not able to add in the logo so we will make it **April Rogers, CPRP**. If you do not have a certification, just put your name in **April Rogers**
 - Filling out the phone number please use periods: **817.410.3396**
 - Please make your email address all lower case:
arogers@grapevinetexas.gov
 - We are not doing address this go round.
 - You can ignore the code on the left of the screen.

An embedded page at fiddle.jshell.net says

What is your name?

OK Cancel

An embedded page at fiddle.jshell.net says

What is your job title?

OK Cancel

An embedded page at fiddle.jshell.net says

What is your phone number?

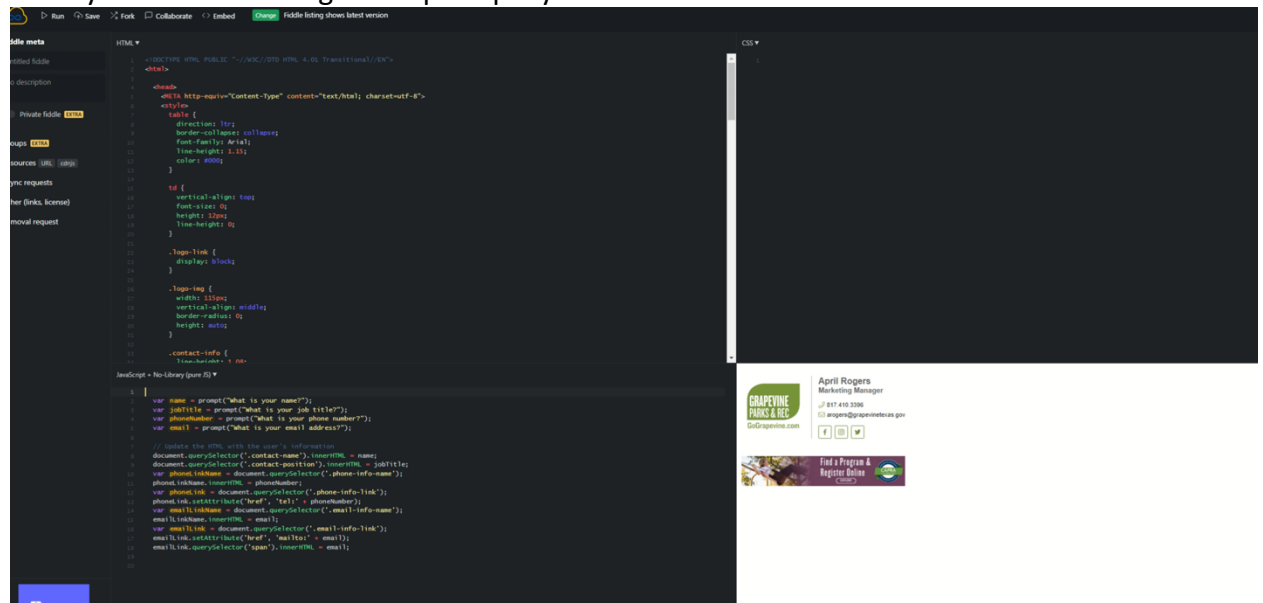
OK Cancel

An embedded page at fiddle.jshell.net says

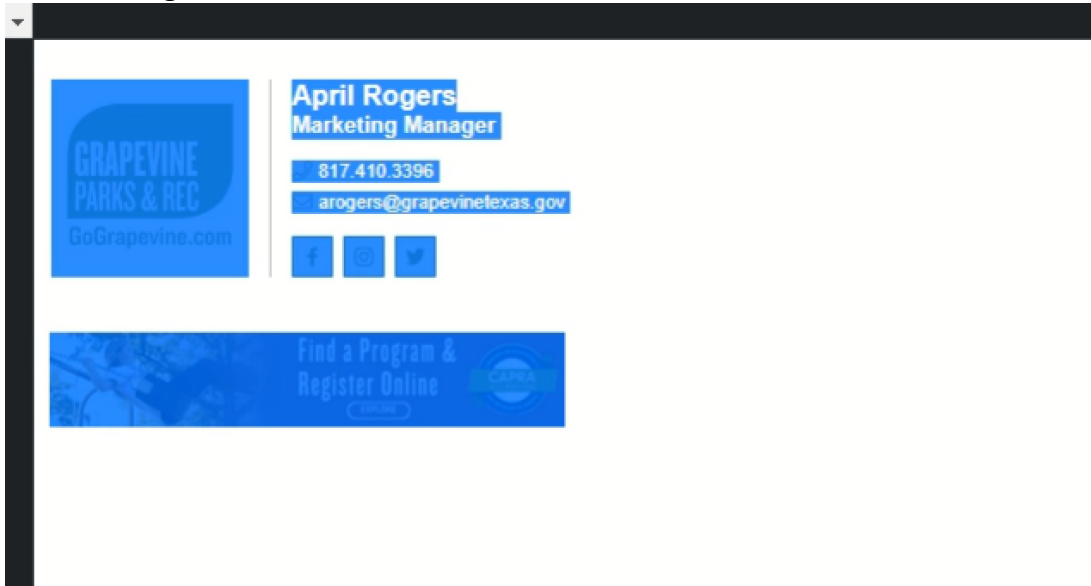
What is your email address?

Cancel OK

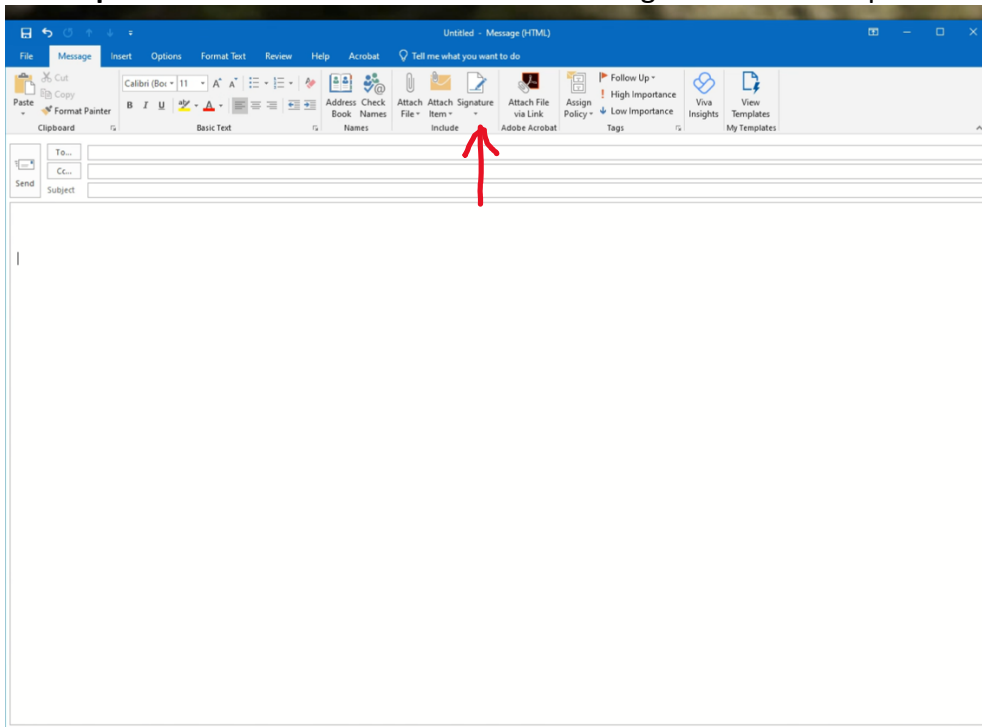
- Once you are done filling in the prompts you will see this screen



- Click in the white box where you see your signature generated and select all and **copy the entire signature.**

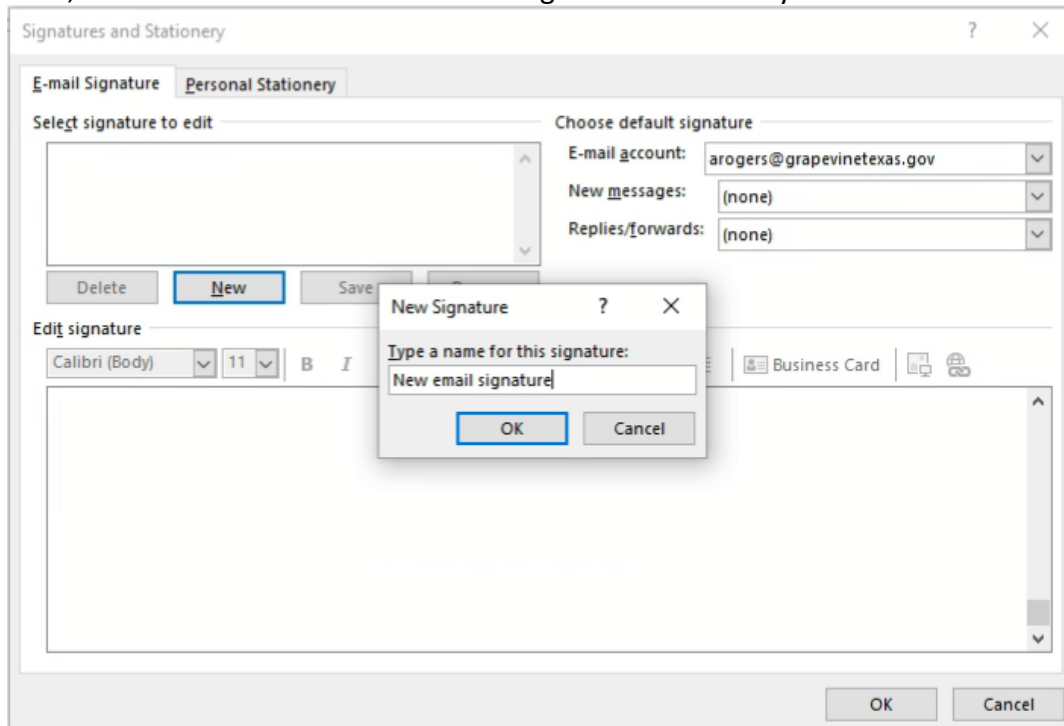


- Then open a new email in outlook and click on signature on the top bar



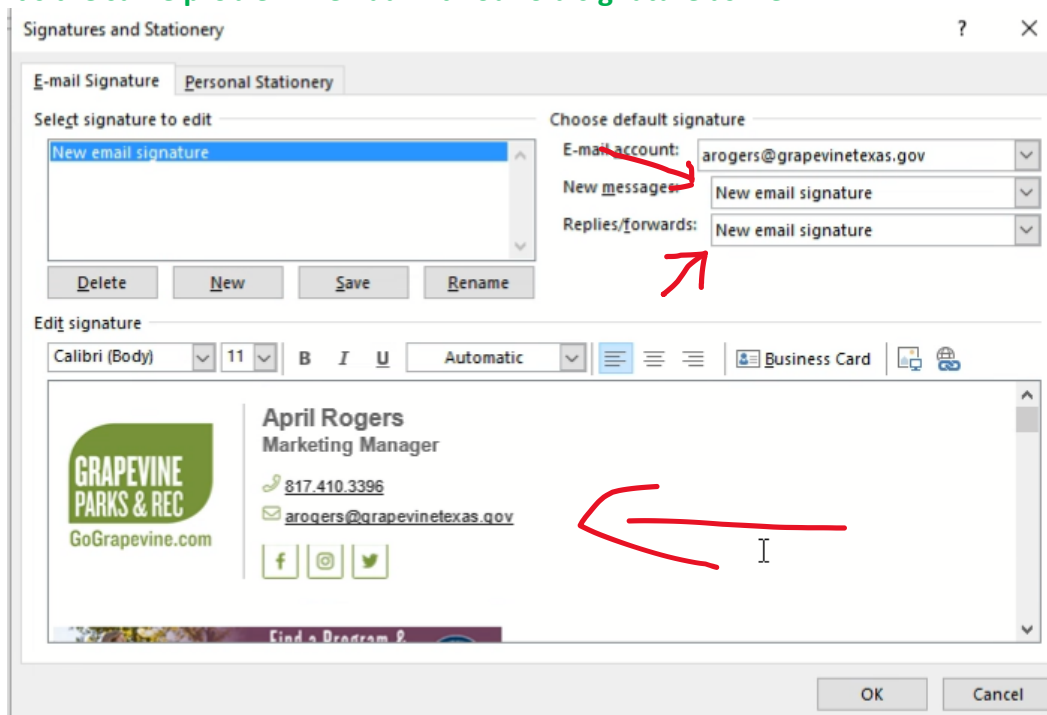
If you can not find that signature button on your new email you can also go to **File -> Options -> Mail -> signatures.** This will take you to the same place for signature.

- Next, click the new button and title the signature whatever you want.



- Paste the signature in the white box below. Then make sure you choose your signature for New Message and Replies/Forwards. Then hit ok.

NOTE: IT LOOKS LIKE PART OF OUR LINES AND THE PURPLE BOX IS CUT OFF. THAT IS JUST AN INTERNAL PROBLEM. IT DOES NOT LOOK LIKE THAT WHEN YOU EMAIL OUT. It's the same problem we had with our old signature as well.



You are now ready to go! Yes, the signature will look like this on our end



but I promise, after much testing, your email signature will look like this one:



FYI the pictures are a little blurry because I am working on my virtual on the mac and it makes it blurry so don't be alarmed.

PLEASE DOUBLE CHECK ALL OF YOUR SPELLING, PHONE NUMBERS AND EMAIL ADDRESSES ARE CORRECT BEFORE POSTING. IF NOT, YOU CAN START OVER IN JS FIDDLE.