



HOW TO UPDATE YOUR SIGNATURE

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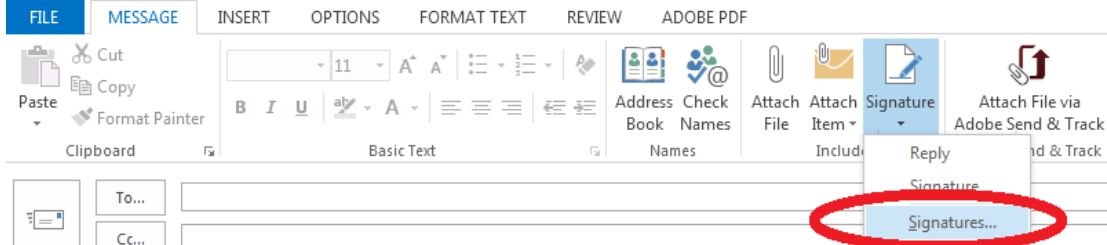
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***IMPORTANT: Please follow this guide and use the signatures exactly how they are supplied.**

In order for us to keep a consistent appearance and to enforce our brand, do not change fonts, colors, or add/remove items (including images and/or additional text) to the signatures provided. Do not change any content without contacting your V-Soft Marketing team first.

To Add or Update a Signature in Outlook

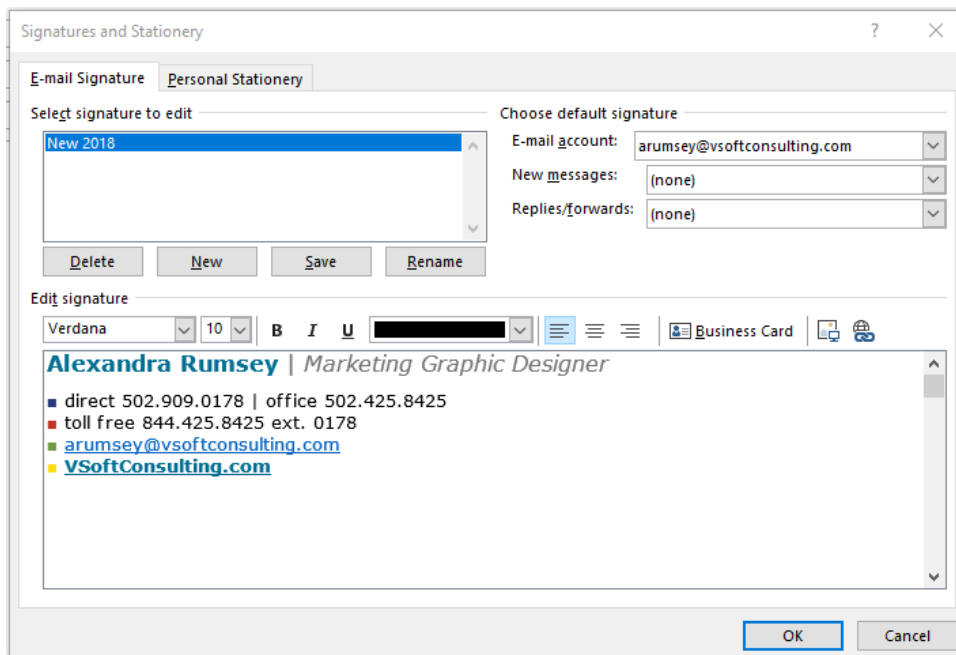
1. In a **new e-mail message**, on the **Message** tab, in the Include group, click **Signature**, and then click **Signatures**.



**An alternate path in Outlook is to choose File > Options > Mail > Signatures*

2. On the E-mail Signature tab, in the **Select signature to edit** list, click the signature that you want to modify or create a new signature.
3. In the **Edit signature** box, click the button that says New. Name your first one "New 2019" and then create.
4. Repeat this step naming this one "Reply 2019" and then create.
5. Cut and paste the attached template that fits your role (templates are on pages 6-9). DO NOT include the V-Soft Logo in this step.

** Make sure you update your information: Direct number, extension, LinkedIn, E-mail Address...*

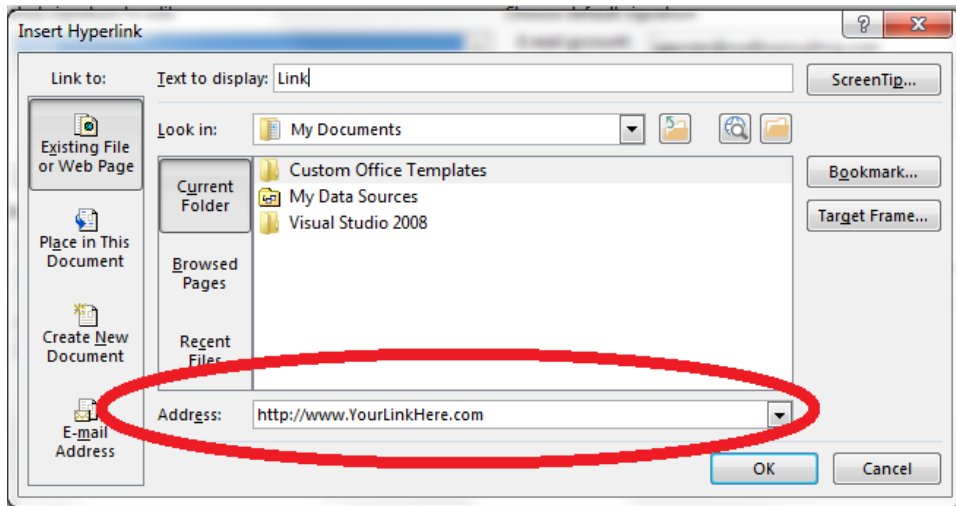


6. **DO NOT PASTE THE V-SOFT LABS LOGO INTO YOUR SIGNATURE.**

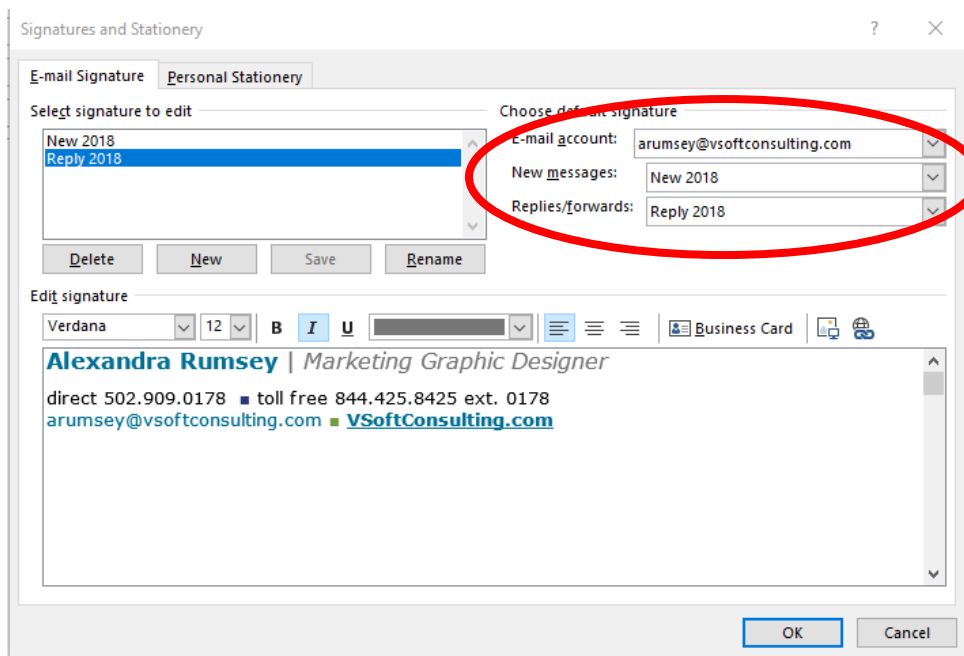
***See instructions on how to add the V-Soft Labs logo to your signature on pg. 4.**

7. Check that all links are updated and work properly. To change a link, highlight the text that you want to be linked and select the **link button** (🔗). When the new box appears, paste or type the link that you want your text to link to in the **Address bar** and select OK.

**Be sure to update your personal social media link(s)*




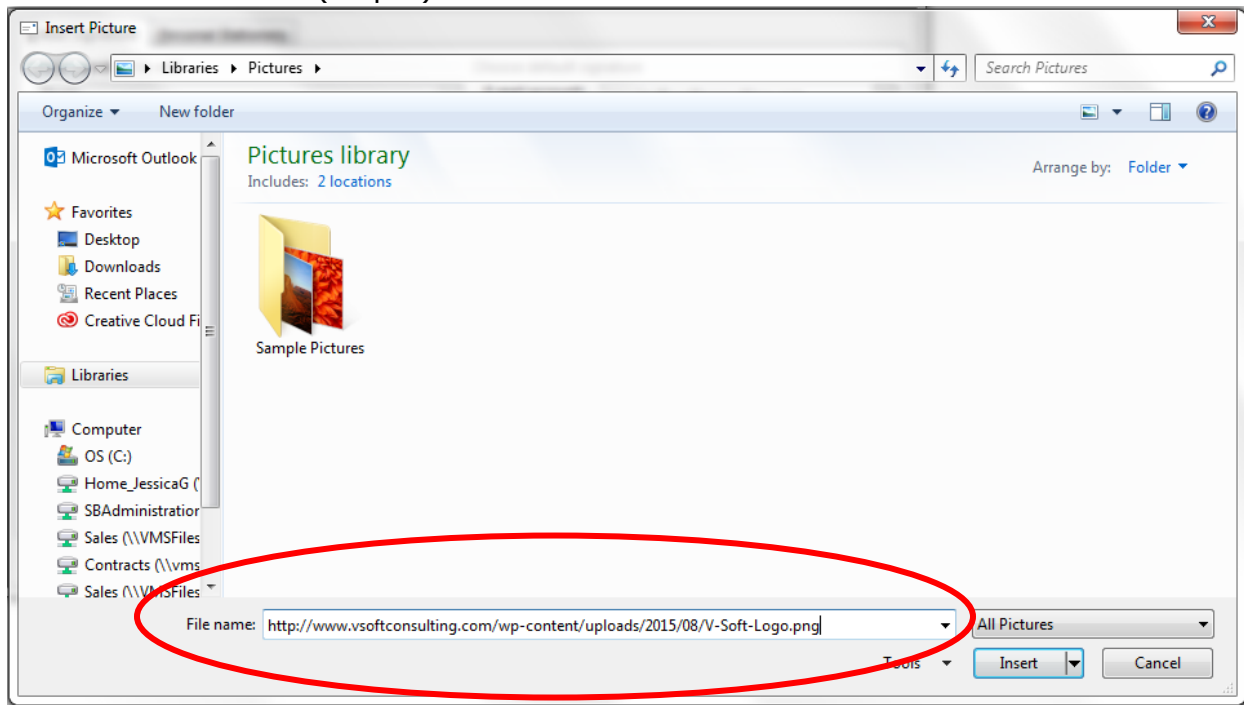
8. Set your default signatures to their respective choices with the dropdown menus to the right. New messages should be the **New 2019** signature, and Replies/forwards should be **Reply 2019**.



9. After making your changes, click Save, and then OK.

To Add the V-Soft Labs Logo to Your Signature

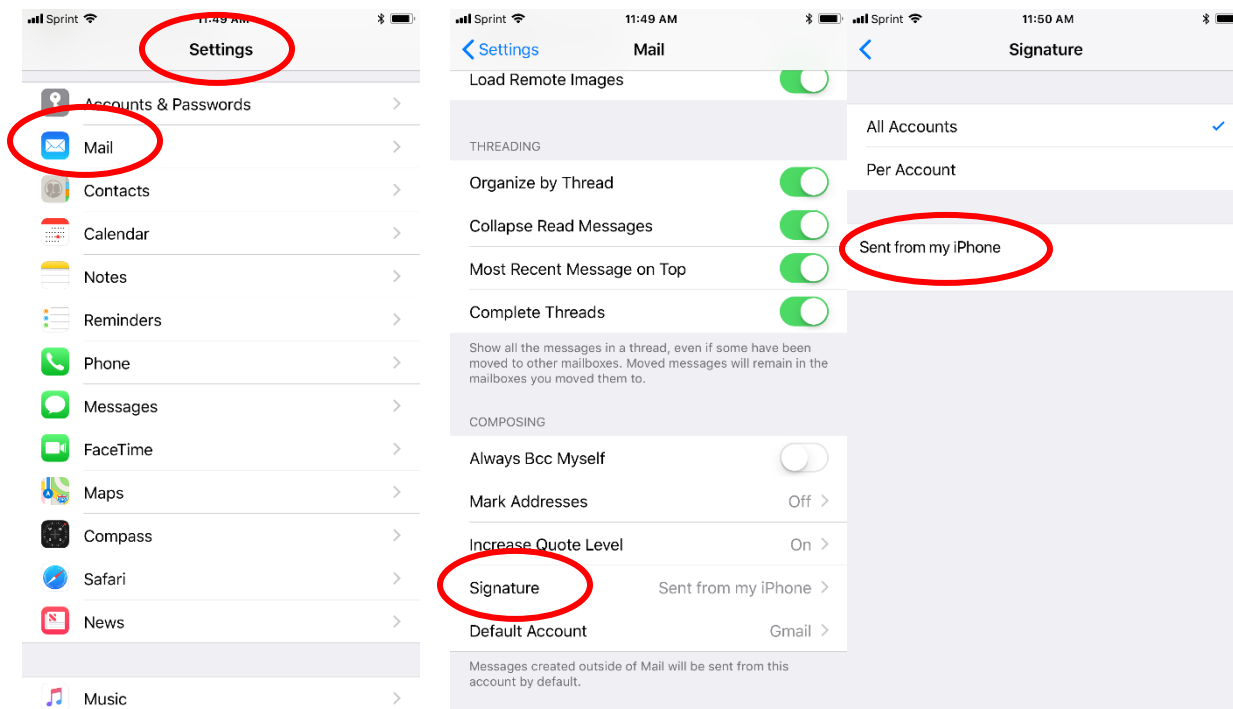
1. Return to the Signature area if you have exited.
2. Copy this link in its entirety to your clipboard (highlight the text, right click and select copy):
<https://vsoftconsulting-vmw4lkzwlgl35dg.netdna-ssl.com/wp-content/uploads/2018/09/NewVsoftLabs.png>
3. Return to the Signatures area and modify the chosen signature (**New 2019**)
4. Click just underneath the final line where the V-Soft Labs Logo should be inserted until you see the blinking text cursor just underneath your final line.
5. Click on the **image button** on the right () in the Signatures area.
6. Paste the above link (step 2) into the **File name bar** and select Insert.



7. **It will take a moment or two for it to download** from the internet and insert into your signature. It may or may not show a download screen as it loads, but as soon as it completes it will return you to the main signature area.
8. **Resizing may be necessary.** Right-click on the logo, select picture, then select the size tab. Height should be Absolute 0.5" and Width should be Absolute 1.82".

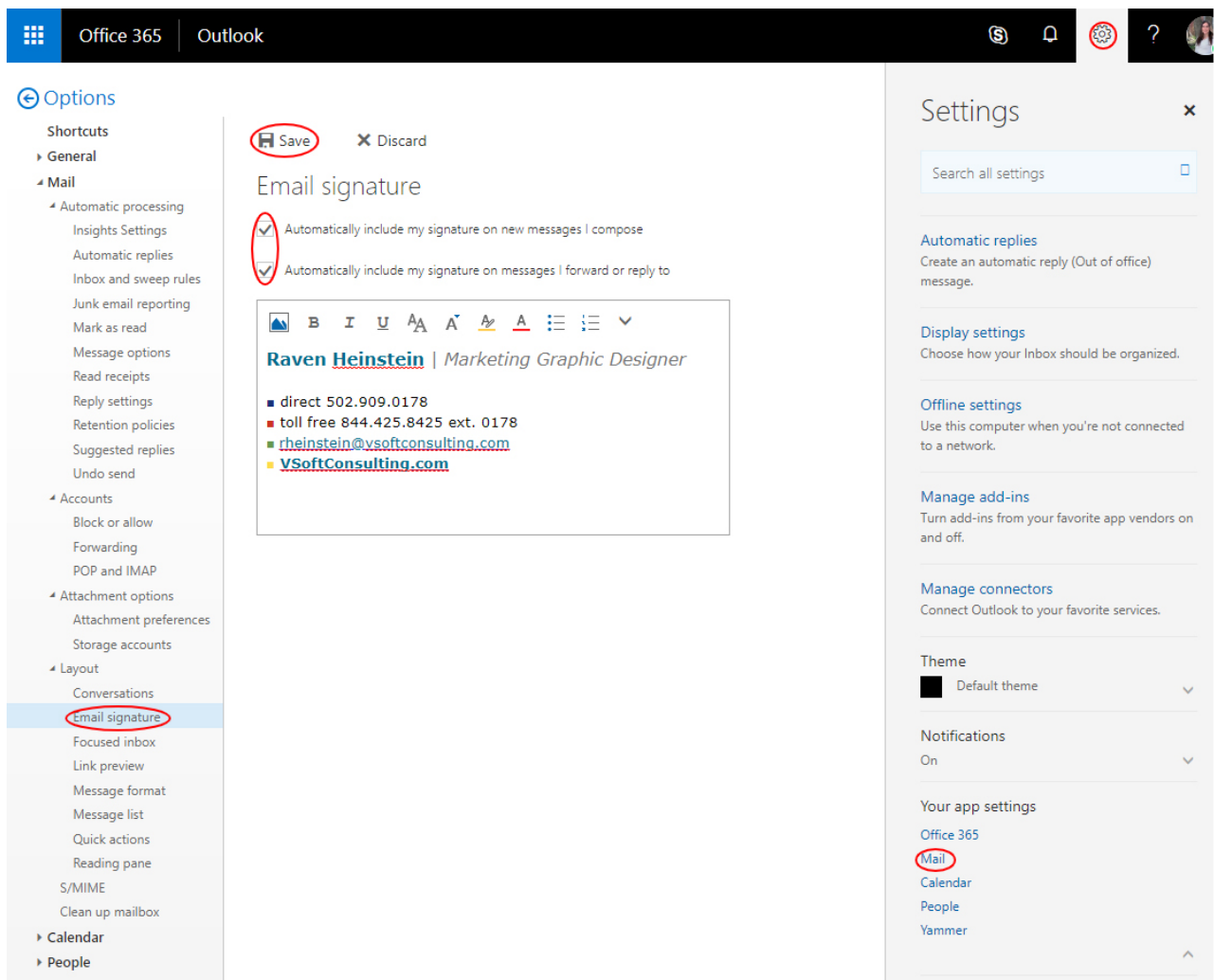
To Add the Labs Signature to your Mobile Device

1. Go to your Settings on your Mobile Device (*Please note all screenshots are from an iPhone, if you have an Android Device the steps should essentially be the same. The only change may be you go into your Mail App Settings depending on what Android Device you have. Please contact rheinstein@vsoftconsulting.com with any questions.*)
2. Go to your Mail
3. Scroll down until you see Signature, select.
4. Select which Accounts you want to add your Signature to.
5. Copy and paste your Mobile Signature Template (*See templates starting on page 6*)



To Add the Labs Signature to your Office 365

1. Go to your Outlook and select Settings (⚙️) on the top right.
2. Under **Your app settings** select **Mail**
3. Options will appear on the left side of the page. Under **Layout** select **Email signature**.
4. Copy and paste your Main Signature Template into the box, leaving out the logo.
5. Select both the boxes above ("Automatically include my signature on new messages I compose" and "Automatically include my signature on messages I forward or reply to").
6. Click **Save**.



Templates for Signatures

Please use the template that is for your respective role. If you are uncertain, choose General Use. Select the appropriate template below by highlighting the text (**NOT THE LOGO, see page 4** for how to insert the image) and pasting into the Edit Signature area of the Signatures option in Microsoft Outlook.

LEADERSHIP

MAIN SIGNATURE

FirstName LastName | *Your Title Here*

■ direct XXX.XXX.XXXX
■ toll free 844.425.8425 ext. XXXX
■ youremail@vsoftconsulting.com
■ VSoftConsulting.com
■ [LinkedIn](#) | [Latest V-Soft News](#)



***NOTE:** BE SURE TO ADD YOUR OWN LINKEDIN LINK, FOUND ON YOUR LINKEDIN PROFILE

REPLY SIGNATURE

FirstName LastName | *Your Title Here*

direct XXX.XXX.XXXX ■ toll free 844.425.8425 ext. XXXX
youremail@vsoftconsulting.com ■ VSoftConsulting.com

MOBILE SIGNATURE

FirstName LastName
Your Title Here, V-Soft Labs
direct XXX.XXX.XXXX
youremail@vsoftconsulting.com

GENERAL USE

MAIN SIGNATURE

FirstName LastName | *Your Title Here*

- direct XXX.XXX.XXXX
- toll free 844.425.8425 ext. XXXX
- youremail@vsoftconsulting.com
- VSoftConsulting.com



REPLY SIGNATURE

FirstName LastName | *Your Title Here*

direct XXX.XXX.XXXX ■ toll free 844.425.8425 ext. XXXX
youremail@vsoftconsulting.com ■ VSoftConsulting.com

MOBILE SIGNATURE

FirstName LastName
Your Title Here, V-Soft Labs
direct XXX.XXX.XXXX
youremail@vsoftconsulting.com

When your signature is complete, it should look similar to this:

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- New 2019
- Reply 2019

Buttons: Delete, New, Save, Rename

Choose default signature

E-mail account: rheinstein@vsoftconsulting.com

New messages: New 2019

Replies/forwards: Reply 2019

Edit signature

Verdana 10 B I U [Color Picker] [List Icon] [List Icon] [List Icon] [Business Card Icon] [Image Icon] [Link Icon]

Raven Heinstein | Marketing Graphic Designer

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- rheinstein@vsoftconsulting.com
- VSoftConsulting.com

V-SOFT
LABS - INVENTING TECH

OK Cancel

If you have any questions or need assistance updating your signature, please contact

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(502) 909-0178