

HOW TO UPDATE YOUR SIGNATURE

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

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**.

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Clipboard	Es.	Basic Text	E.	Nar	nes		Includ	Repl	y nd & Track
To Signature									
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*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...

Signatures and Stat	ionery	?	\times
<u>E</u> -mail Signature	Personal Stationery		
Sele <u>c</u> t signature to	edit Choose default signature		
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Edi <u>t</u> signature			
Verdana	✓ 10 ✓ B I U B I U B I U	e	
Alexandr	a Rumsey Marketing Graphic Designer		^
 toll free 8 arumsey@ 	.909.0178 office 502.425.8425 44.425.8425 ext. 0178 <u>ovsoftconsulting.com</u> <u>sulting.com</u>		
			~
	ОК	Car	ncel

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)

Insert Hyperlink		-	Instant	8 ×
Link to:	Text to displ	ay: Link		ScreenTi <u>p</u>
Existing File or Web Page Place in This Document	Look in: C <u>u</u> rrent Folder Browsed	 My Documents Custom Office Templates My Data Sources Visual Studio 2008 		Bookmark Target Frame
۲ Create <u>N</u> ew Document	Pages Re <u>c</u> ent Files			
E- <u>m</u> ail Address	Addr <u>e</u> ss:	http://www.YourLinkHere.com		OK Cancel

 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**.

mail Signature	Personal Stationery				
ele <u>c</u> t signature to	edit		Choose dos anosign	ature	
New 2018 Reply 2018			E-mail <u>a</u> ccount:	arumsey@vsoftconsulting.com	~
			New <u>m</u> essages:	New 2018	\sim
			Replies/ <u>f</u> orwards:	Reply 2018	\sim
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Alexandra	a Rumsey /	1arketing Gr	aphic Designer		^
direct 502.90	9.0178 🔳 toll fre	e 844.425.842	5 ext. 0178		
arumsey@vs	oftconsulting.com	n = <u>VSoftCons</u>	ulting.com		
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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-vmw4lkzwlgla35dg.netdna-ssl.com/wpcontent/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 (\square) in the Signatures area.
- 6. Paste the above link (step 2) into the **File name bar** and select Insert.

Insert Picture				X
Libraries > Pie	tures 🕨	•	Search Pictures	Q
Organize 🔻 New folder				
Inc	ctures library Iudes: 2 locations		Arrange by:	Folder 🔻
 ★ Favorites ■ Desktop Downloads Secent Places Creative Cloud Fi 	ample Pictures			
Libraries	imple victores			
SBAdministratior				
Solarining action Sales (\\VMSFiles Contracts (\\vms Sales (\\VmsFiles *				
	http://www.vsoftconsulting.com/wp-content/uploa	ds/2015/08/V-Soft-Logo.png	All Pictures Insert	Cancel

- 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

- 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. <u>The only</u> <u>change may be you go into your Mail App Settings depending on what Android Device you</u> <u>have</u>. Please contact <u>rheinstein@vsoftconsulting.com</u> 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)

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Settings		Settings	Mail	<	Signature	
Accounts & Passwords		Load Remote Images		\bigcirc		
				All Accounts		~
🖂 Mail	>	THREADING		Per Account		
Contacts	>	Organize by Thread				
Calendar	>	Collapse Read Message	es 🧲	Sent from my i	Phone	
Notes	>	Most Recent Message	on Top		Herle	
Reminders	>	Complete Threads				
S Phone	>	Show all the messages in a the moved to other mailboxes. Me mailboxes you moved them to	oved messages will remain in	n 1 the		
O Messages	>	COMPOSING				
FaceTime	>	Always Bcc Myself	C			
Maps	>	Mark Addresses	0	ff >		
Compass	>	Increase Quote Level	0	n >		
💋 Safari	>	Signature	Sent from my iPhon	e >		
News	>	Default Account	Gma	il >		
		Messages created outside of	Mail will be sent from this			
🎵 Music	>	account by default.				

To Add the Labs Signature to your Office 365

- 1. Go to your Outlook and select Settings (1) 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.

Office 365 Out	tlook	s 🗘 🙆 ?	
⊖ Options		Cottings	×
Shortcuts		Settings	^
General	Save X Discard		
∡ Mail	Email signature	Search all settings	
 Automatic processing 	Linai signature		
Insights Settings	Automatically include my signature on new messages I compose		
Automatic replies		Automatic replies Create an automatic reply (Out of office)	
Inbox and sweep rules	Automatically include my signature on messages I forward or reply to	message.	
Junk email reporting			
Mark as read	🔊 BIUAAA'A 🚈 🗄 🗧 🗸	Display settings	
Message options	Raven Heinstein Marketing Graphic Designer	Choose how your Inbox should be organiz	ed.
Read receipts	Kaven <u>Hemstem</u> Marketing Graphic Designer		
Reply settings	direct 502.909.0178	Offline settings	
Retention policies	toll free 844.425.8425 ext. 0178	Use this computer when you're not connec	cted
Suggested replies	rheinstein@vsoftconsulting.com	to a network.	
Undo send	VSoftConsulting.com		
 Accounts 		Manage add-ins	
Block or allow		Turn add-ins from your favorite app vendo	ors on
Forwarding		and off.	
POP and IMAP			
 Attachment options 		Manage connectors	
Attachment preferences		Connect Outlook to your favorite services.	
Storage accounts			
∡ Layout		Theme	
Conversations		Default theme	\sim
Email signature			
Focused inbox		Notifications	
Link preview		On	~
Message format			
Message list		Your app settings	
Quick actions		Office 365	
Reading pane		Mail	
S/MIME		Calendar	
Clean up mailbox		People	
Calendar		Yammer	
▶ People			^

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	
Sele <u>c</u> t signature to edit Ch	oose default signature
Reply 2019	-mail <u>a</u> ccount: rheinstein@vsoftconsulting.com
4	New 2019
- F	Replies/forwards: Reply 2019
Delete New Save Rename	
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Raven Heinstein Marketing Graphic Des	signer ^
 direct 502.909.0178 toll free 844.425.8425 ext. 0178 <u>rheinstein@vsoftconsulting.com</u> <u>VSoftConsulting.com</u> 	
LABS - INVENTING TECH	
	×
	OK Cancel
If you have any question updating your signatu	
Raven He <u>rheinstein@vsoftc</u> (502) 909	consulting.com