**Setting Up a New Signature in PC Outlook**

1. Extract signature files.
2. Open the signature HTM file in Chrome or Edge.
3. Open a new email in Outlook and access signatures:

A screenshot of a computer

Description automatically generated

1. Add a new signature:

A computer screen shot of a computer

Description automatically generated

1. Fully select the signature in the browser (Ctrl+a) and copy it (Ctrl+c).
2. And paste it as a new signature (Ctrl+v)
3. Next, customize it with your own details. Important: Enter the email address completely once and press ENTER. Then, remove the line break.
4. Done.

Repeat process for short signature