

Installing your CEO Signature

1. [CLICK HERE](#) and a new website will open.
2. Click **Install Signature** near the top-right of the web page.
3. Click **"Copy Signature to Clipboard"** located 3rd from the bottom.
(Make sure you click "COPY" again after first clicking it)
4. Open **Outlook Mail** on your desktop.
5. Click **"File"** at the top.
6. Select **"Options"**.
7. Select **"Mail"**.
8. Select **"Signatures"**.
9. Paste (CTRL + V) the email signature into the signature editor.
10. Edit the signature to include your name, job title and phone number and/or extension number.
11. Save as your new outgoing signature.
12. Compose a new email and check that your signature appears at it should.

**FOR
DESKTOP**



QUESTIONS?

Contact marketing@ceoempowers.org