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. Go to **Outlook.com** and login.

5. Once logged into your **Outlook.com** account, click the Settings Icon in the top right corner.

6. With the sidebar settings menu open, click **"View All Outlook Settings"** at the bottom.

7. In the settings module, select the **"Mail"** tab and then **"Compose and Reply"** tab.

8. Paste *(CTRL + V)* the email signature into the signature editor.

9. Edit the signature to include your name, job title and phone number and/or extension number.

10. Click **"Save"** and exit the settings.

11. Compose a new email and check that your signature appears at it should.

FOR WEB

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QUESTIONS?
Contact marketing@ceoempowers.org