



Banner choice

» Bolero B-PR





» Virto b-Titanium

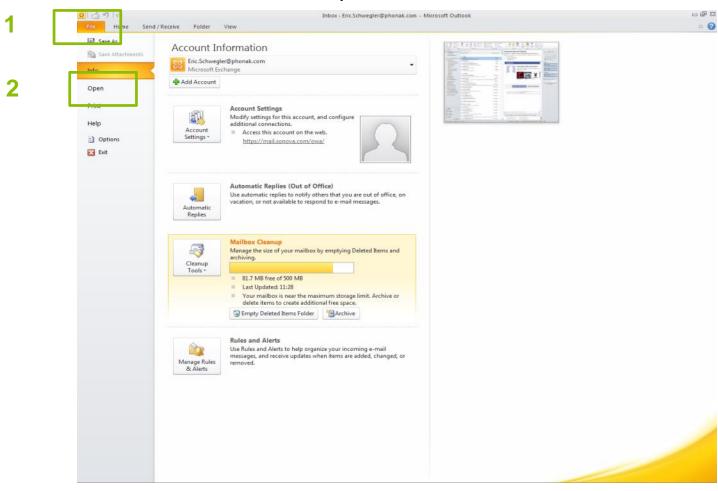






Email Footer Implementation - File Tab

In your Outlook Account select "File" > "Options"





Email Footer Implementation - Outlook Options Dialogue

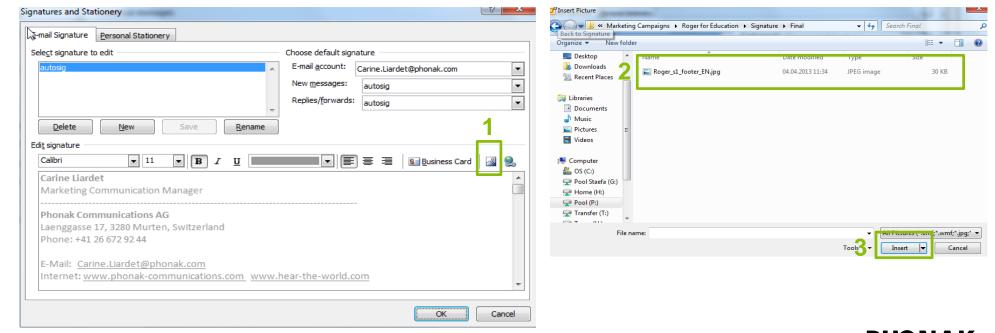
In the new window (Outlook Options) select "Mail" > "Signatures..."

Outlook Options ? × General Change the settings for messages you create and receive. Compose messages Contacts Change the editing settings for messages. Editor Options... Compose messages in this format: HTML Tasks Notes and Journal Always check spelling before sending Spelling and Autocorrect... Search Mobile Language Create or modify signatures for messages. Signatures... Advanced Customize Ribbon Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and Fonts... Quick Access Toolbar **Outlook panes** Add-Ins Customize how items are marked as read when using the Reading Pane. Reading Pane... Trust Center Message arrival When new messages arrive: Play a sound ☑ Briefly change the mouse pointer Show an envelope icon in the taskbar ✓ Display a Desktop Alert Desktop Alert Settings... Enable preview for Rights Protected messages (May impact performance) Conversation Clean Up Cleaned-up items will go to this folder: Browse... OK Cancel



Email Footer Implementation - Image

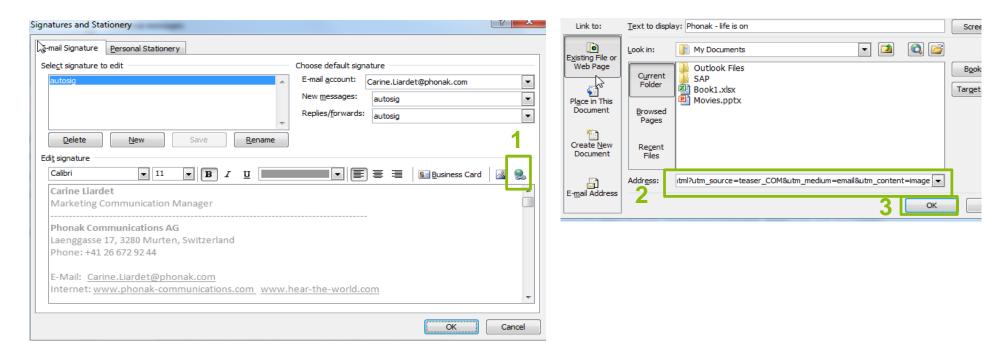
- In this window (Signatures and Stationary) you define the appearance of your email footer
- To add the teaser add two empty lines below your existing signature and select the icon "Insert Picture"
- On the new Dialogue navigate to the location where you saved the teaser, select it and click "Insert"





Email Footer Implementation - Link

- Select the teaser and click on the icon "Insert Hyperlink"
- Enter the URL to your local webpage (about Audeo B or rechargeable topic). Ideally build a trackable to check clicks in Google Analytics.





Email Footer Implementation - Finish

 Click ok to set your new signature. It should appear automatically in your outgoing emails now

