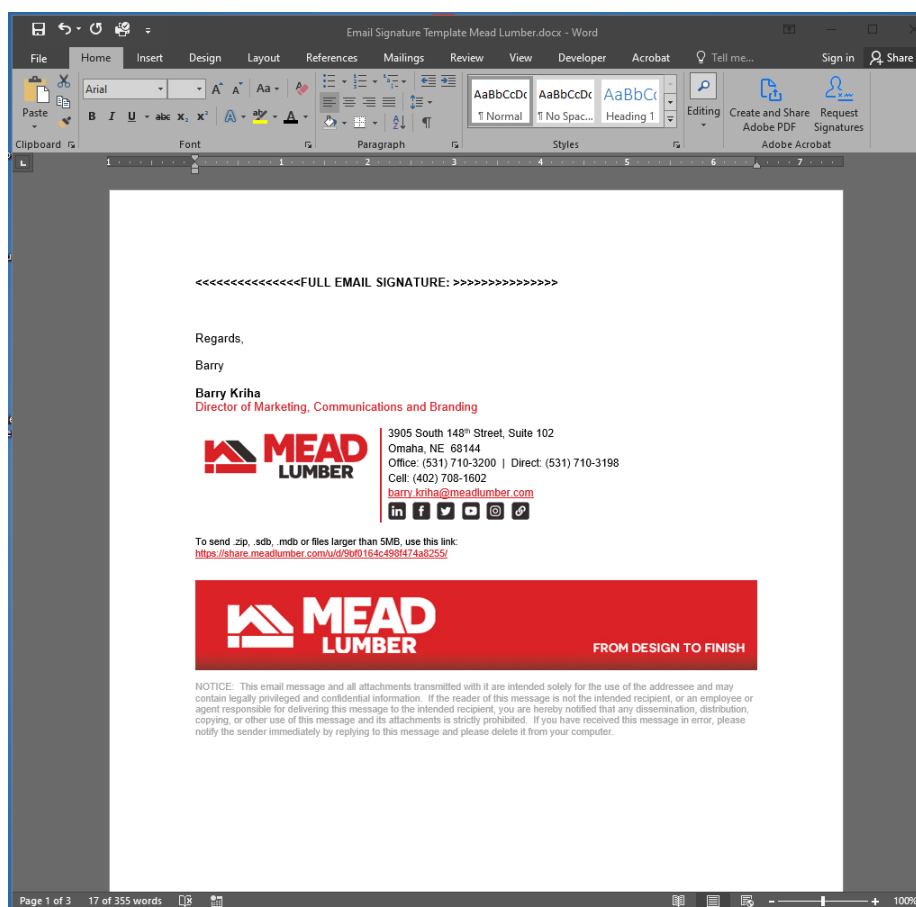


HOW TO CREATE AN EMAIL SIGNATURE

STEP 1:

The first thing you will want to do is open up the Email Signature Template WORD document and make changes to the template.

(As a best practice, you should create a folder called "email signature" and save this WORD document there, as well as the Promotion Images you may want to use from time to time.)



STEP 2:

Add your own information, so change:

- salutation (if you want)
- your name
- full name (bold)
- title (Mead red)
- update address
- update phone number(s)
- update email address (red)
- if you have a LinkedIn profile page, update that link
- (optional: If you receive big files via email, you can put in a SeaFile upload link here. I've deleted them in the template, but if you want it, let marketing know and we'll show you how to do it.)

Regards,

Barry

Barry Kriha

Director of Marketing, Communications and Branding



3905 South 148th Street, Suite 102
Omaha, NE 68144
Office: (531) 710-3200 | Direct: (531) 710-3198
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barry.kriha@meadlumber.com



To send .zip, .sdb, .mdb or files larger than 5MB, use this link:

<https://share.meadlumber.com/u/d/9bf0164c498f474a8255/>



NOTICE: This email message and all attachments transmitted with it are intended solely for the use of the addressee and may contain legally privileged and confidential information. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or other use of this message and its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by replying to this message and please delete it from your computer.

HOW TO CREATE AN EMAIL SIGNATURE

STEP 3:

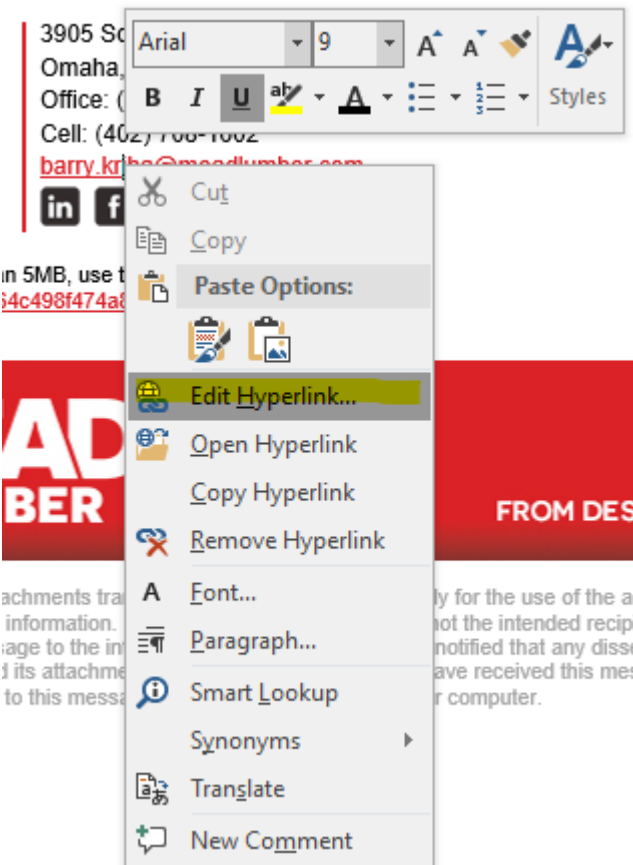
NOTE: When you update the email address, you will want to make sure your email address shows up. Hover over it and if it doesn't, go to Step 4.

If it does, go to Step 6

Omaha, NE 68144
Office: (531) 710-3211 <mailto:barry.kriha@meadlumber.com>
Cell: (402) 708-1602 [Ctrl+Click to follow link](#)
barry.kriha@meadlumber.com

STEP 4:

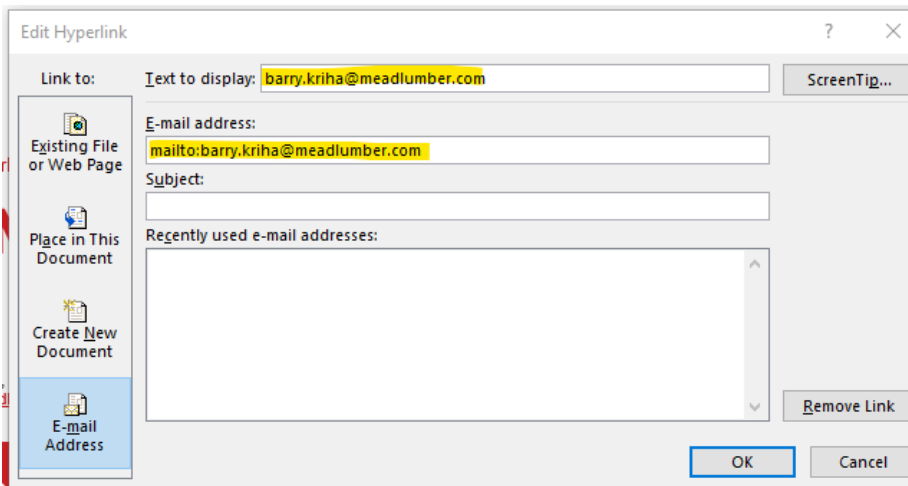
If you hover over it and it still has my email address, hover over it, and the right click, and choose 'Edit Hyperlink'.



STEP 5:

Then type in your email address in both boxes.

(make sure you leave the 'mailto:' in the E-mail address box.

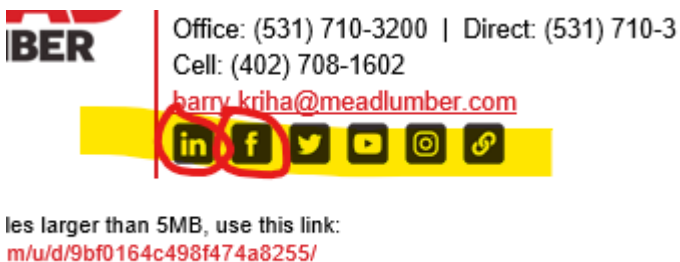


HOW TO CREATE AN EMAIL SIGNATURE

STEP 6:

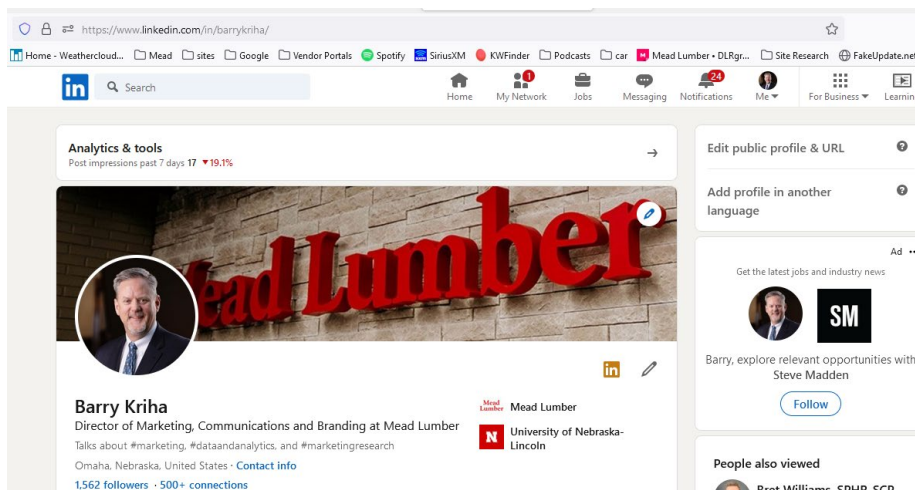
All of the social media accounts link to Mead Lumber's main accounts, so you don't need to change them. If you want to personalize it though, **you could change LinkedIn and Facebook.** LinkedIn would go to your LinkedIn page and Facebook would go to your location's Facebook page.

If you don't want to change it, skip to Step 10.



STEP 7:

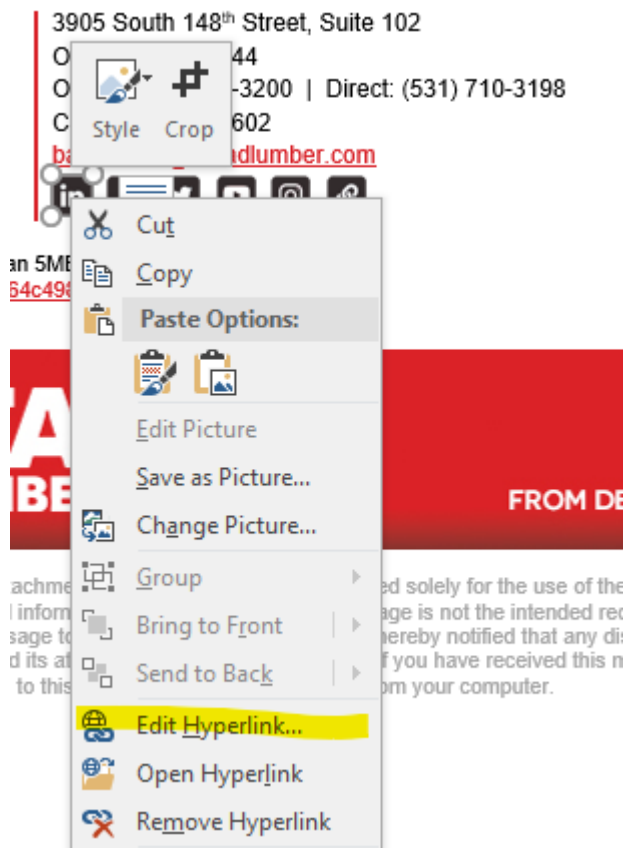
To update the LinkedIn Icon, first go to your LinkedIn page, and copy the webpage address. Mine looks like this: <https://www.linkedin.com/in/barrykriha/>



HOW TO CREATE AN EMAIL SIGNATURE

STEP 8:

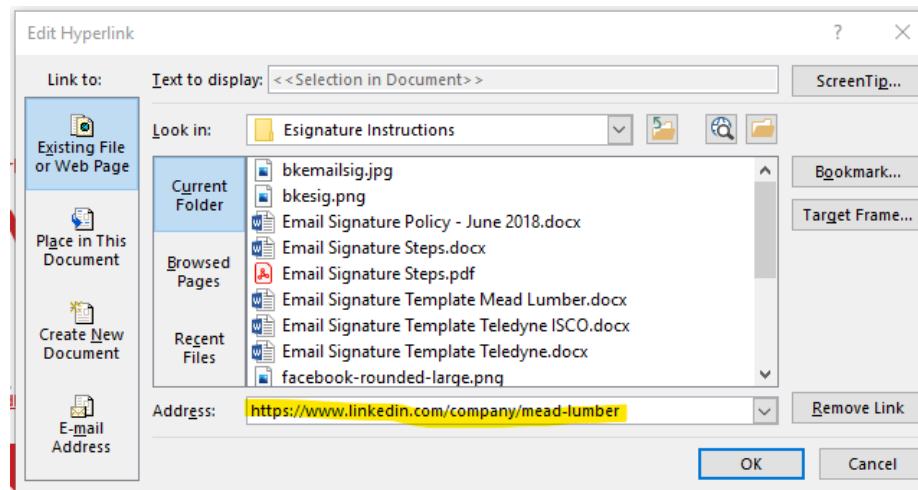
Then go back to the WORD document and right click on the LinkedIn icon, and select "Edit Hyperlink". (just like you did when you updated your email address.)



STEP 9:

Then paste the new web address in the Address box (highlighted yellow).

Follow the same instructions if you want to update the Facebook icon.

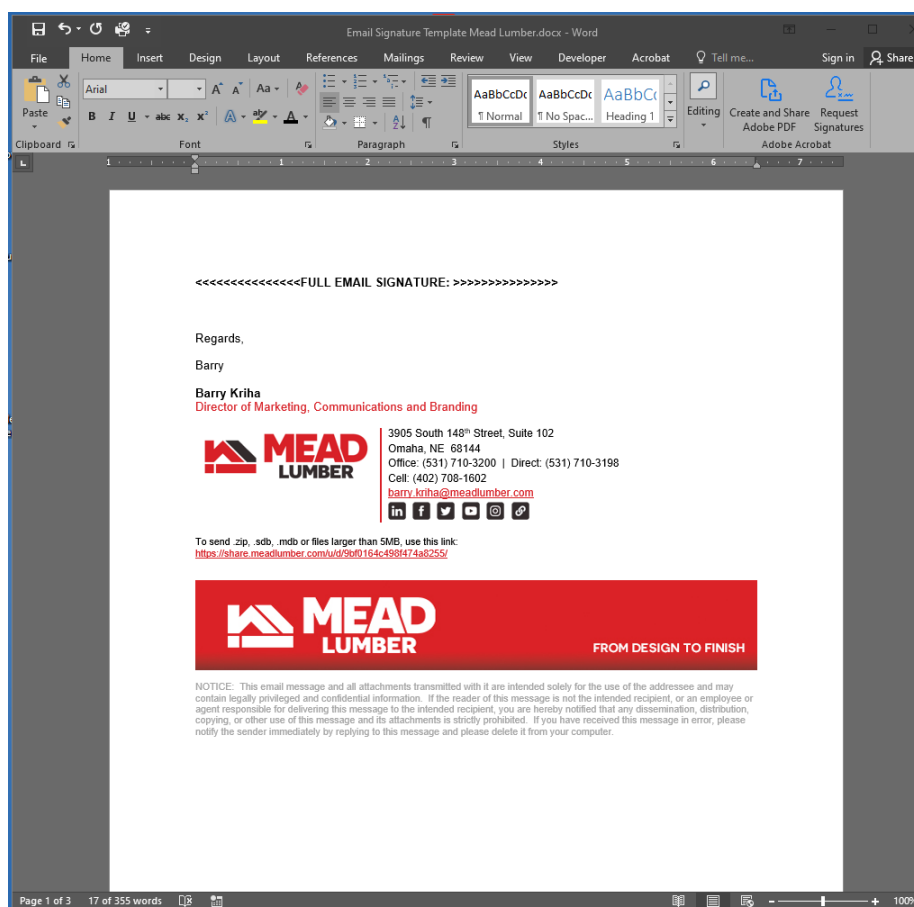


HOW TO CREATE AN EMAIL SIGNATURE

STEP 10:

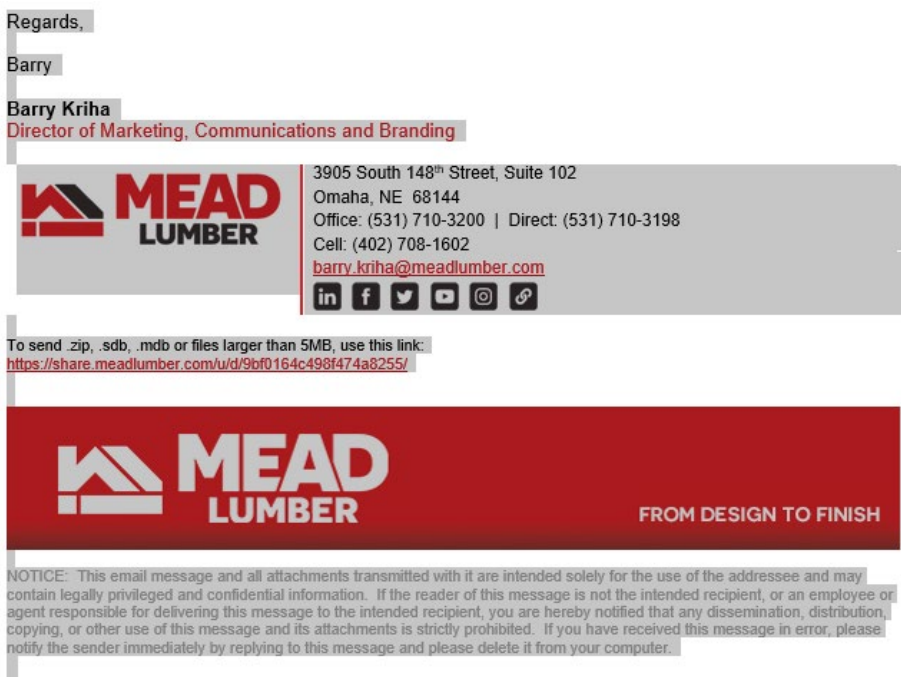
IMPORTANT!!!: Save this WORD document in the 'email signature' folder you created in Step 1.

(If/when you update your email signature, you will want to do it using this document.)



STEP 11:

Copy all of the text and image, from the salutation down to the disclaimer, in your email signature.

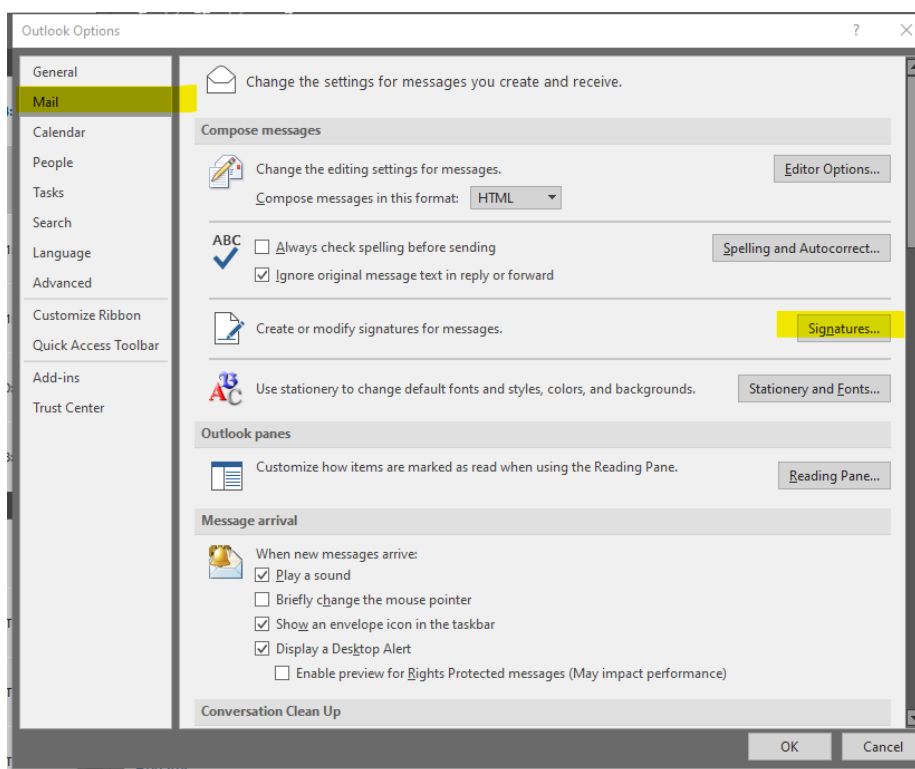


HOW TO CREATE AN EMAIL SIGNATURE

STEP 12:

Go to Microsoft Outlook and select “File” on the top left, and then “Options”. You will get this screen.

Click on “Mail” and then click the “Signatures” button.

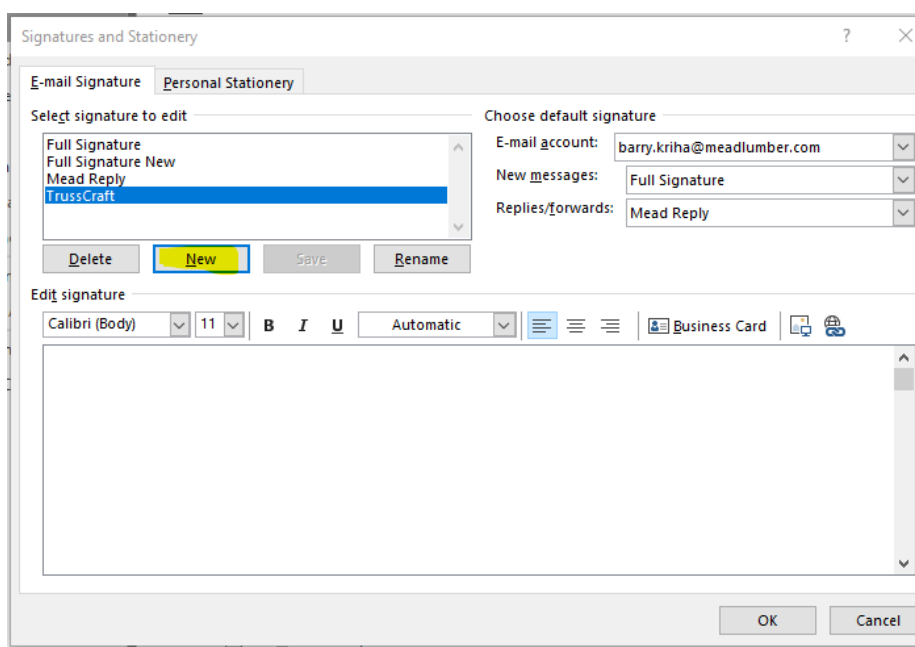


STEP 13:

You will now see this screen. Click the “New” button.

It will ask you to Name this signature. Call it what you want, but I’d recommend something like “Mead Lumber Full Signature”.

Then Click OK.

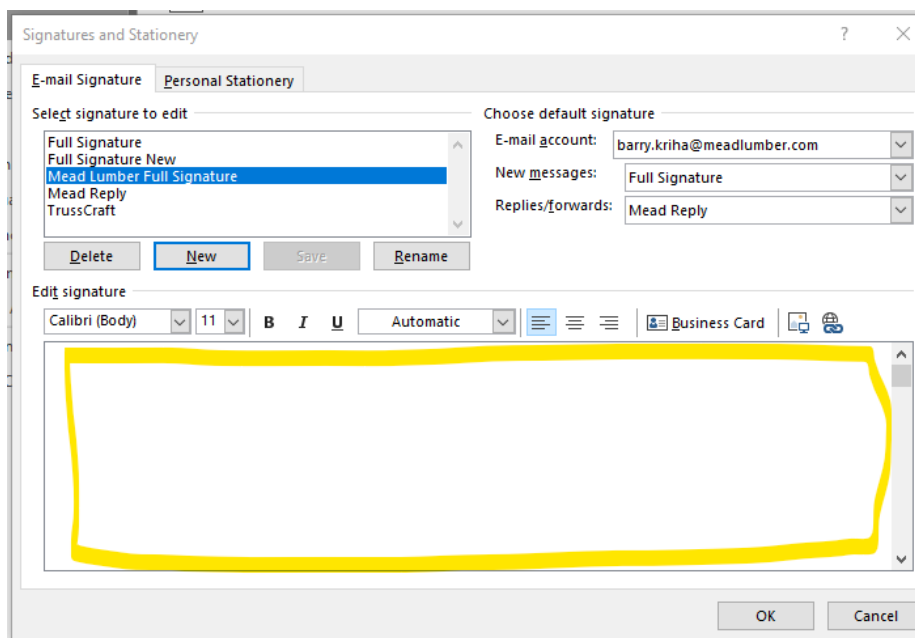


HOW TO CREATE AN EMAIL SIGNATURE

STEP 14:

Paste the contents you copied from the WORD document into the box.

Then hit the 'Save' button



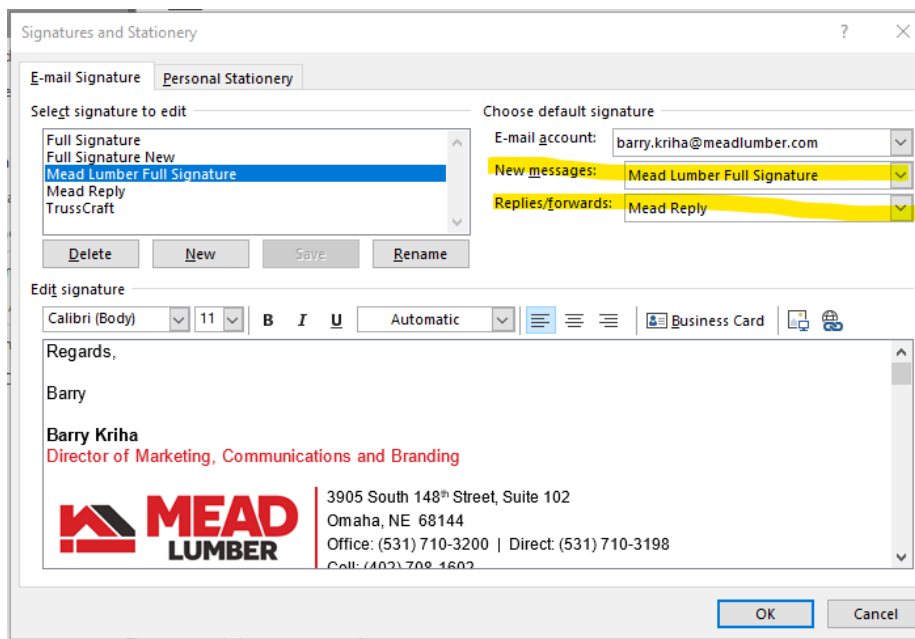
STEP 15:

Repeat the steps above to set your Reply email. (call it something like Mead Lumber Reply)

STEP 16:

Now you need to set your default signatures for New messages and Replies/Forwards.

To do that, in the upper right corner, select them from the drop down menu next to New messages and Replies/forwards.



HOW TO CREATE AN EMAIL SIGNATURE

STEP 17:

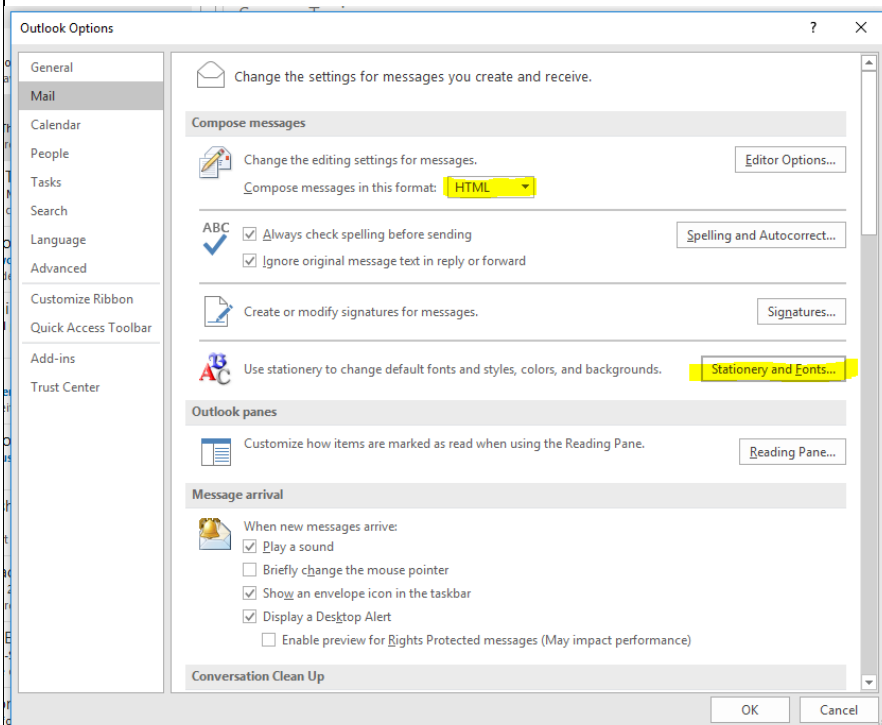
Then click 'OK'. That will take you to the Options menu again.

STEP 18:

To keep a consistent look of all of our emails, you will need to set up formatting.

Make sure that "Compose message in this format:" is set to HTML.

Then click on "Stationery and Fonts..."

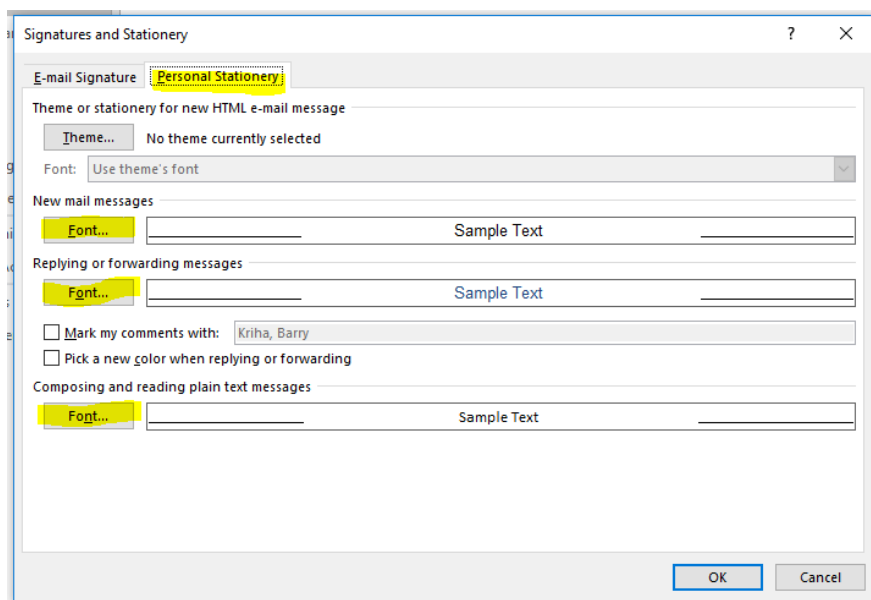


HOW TO CREATE AN EMAIL SIGNATURE

STEP 19:

Make sure the “Personal Stationery” tab is selected, and then click on the “Font” button under “New mail messages”.

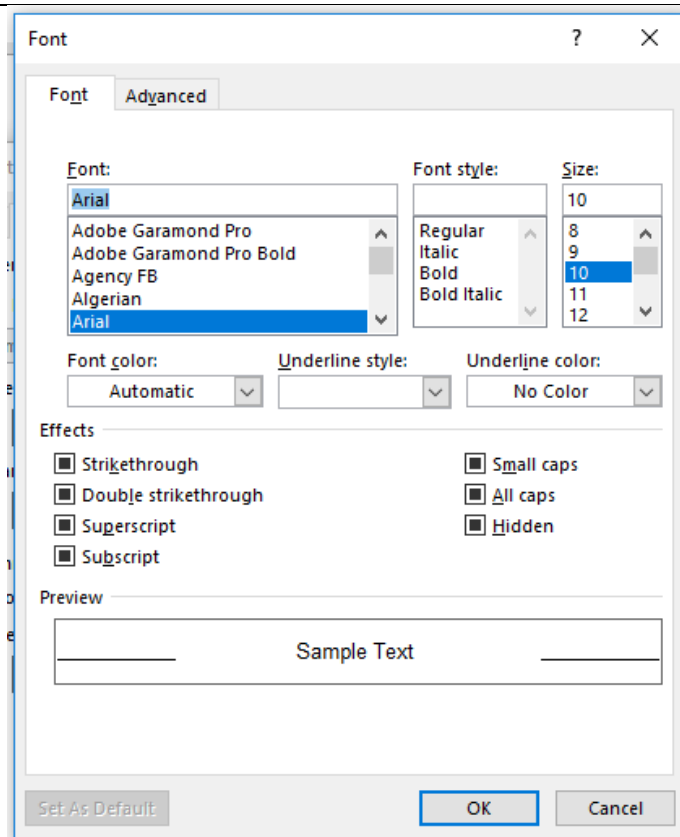
(When you are done with that one, you will then click on the “Font” button for “Replying or Forwarding messages” and “Composing and reading plain text messages”)



STEP 20:

After clicking on “Font” for “New mail messages”, make sure your window is set to the same settings as you see here, which are:

Font: Arial
Font Style: Blank or Regular
Size: 10
Font Color: Automatic



HOW TO CREATE AN EMAIL SIGNATURE

STEP 21:

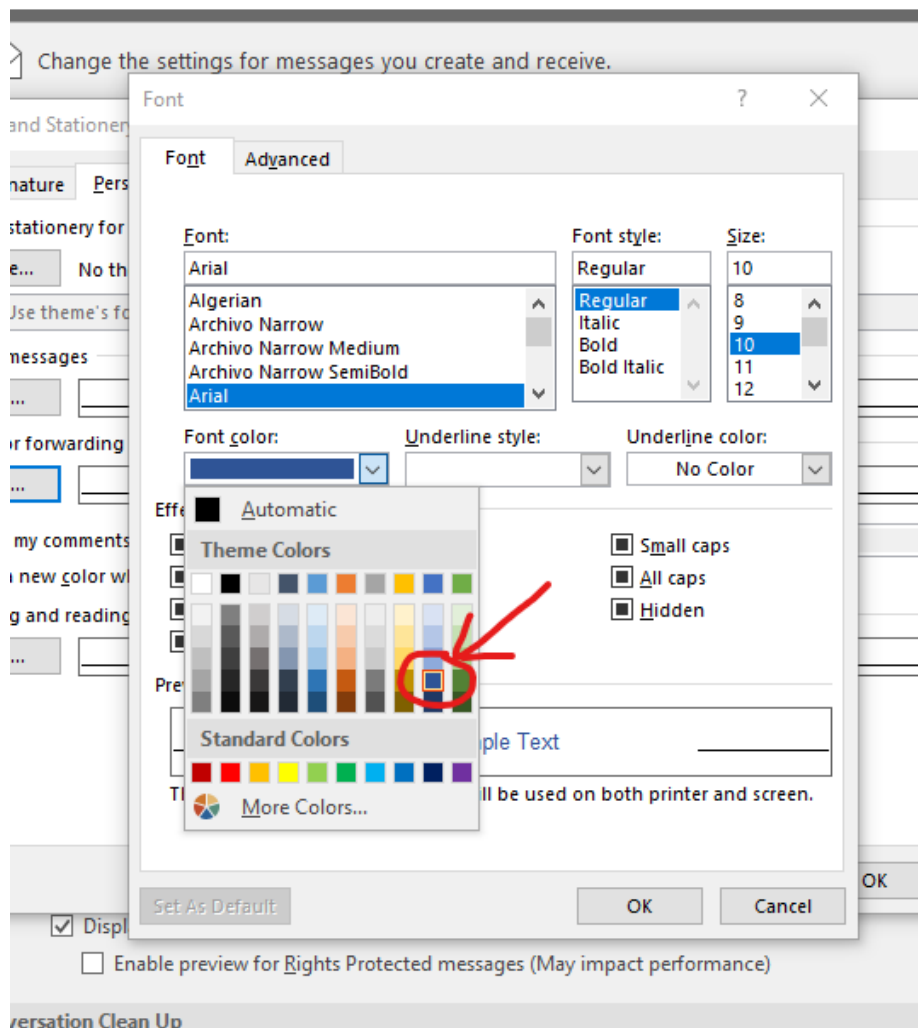
After clicking on “Font” for “Replying or forwarding messages”, make sure your window is set to the same settings as you see here, which are:

Font: Arial

Font Style: Blank or Regular

Size: 10

Font Color: Blue (select the blue that is towards the bottom right)



HOW TO CREATE AN EMAIL SIGNATURE

STEP 22:

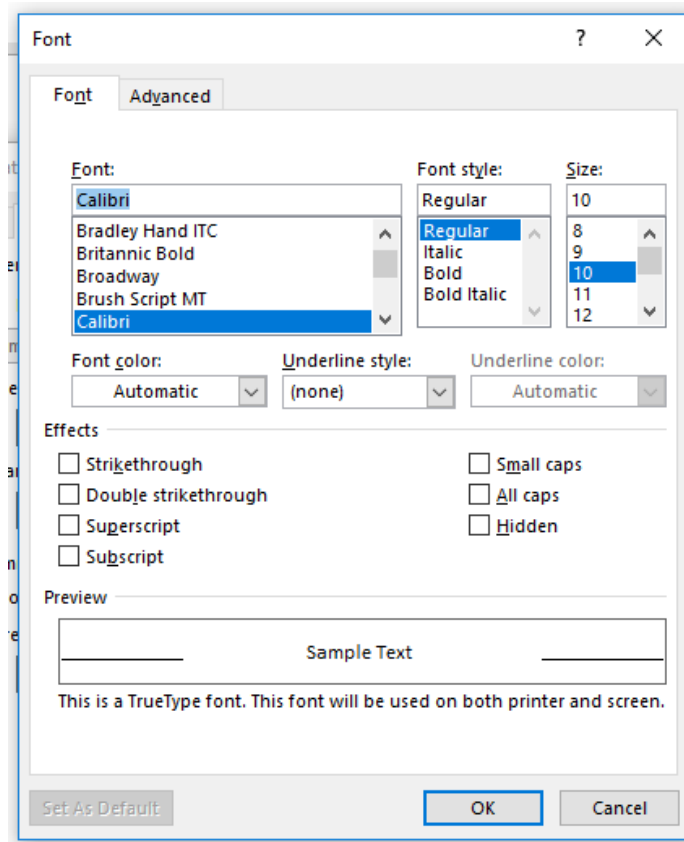
After clicking on “Font” for “Composing and reading plain text messages”, make sure your window is set to the same settings as you see here, which are:

Font: Calibri

Font Style: Blank or Regular

Size: 10

Font Color: Automatic



HOW TO CREATE AN EMAIL SIGNATURE

Now your email signature is all set. If you have any problems, contact the marketing department.

Test it out to see if it works. Compose a new email message, and your new email signature should be there. If not, make sure it is selected in Step 16.

If you ever want to switch between email signatures when you are writing an email, go to the ribbon on the top of the email, and click on "Signature".

The dropdown will have all of the signatures you have created. Just click on the one you want to use.

