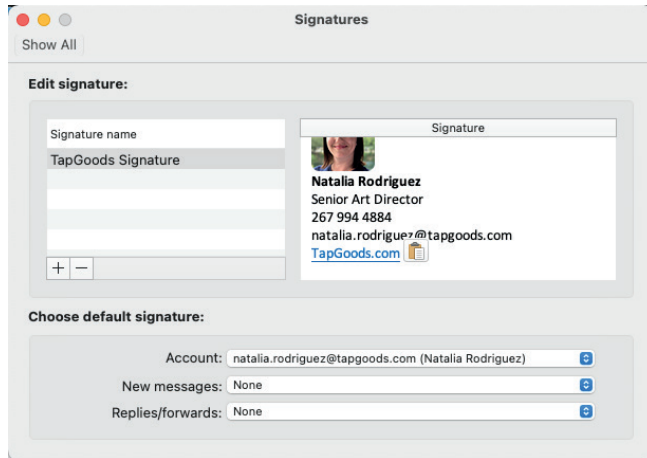


OUTLOOK APP

Open the Outlook app and go to Preferences. Click on Signatures.

Under the Edit signature section click the + button to add a new signature (double click to change its name).

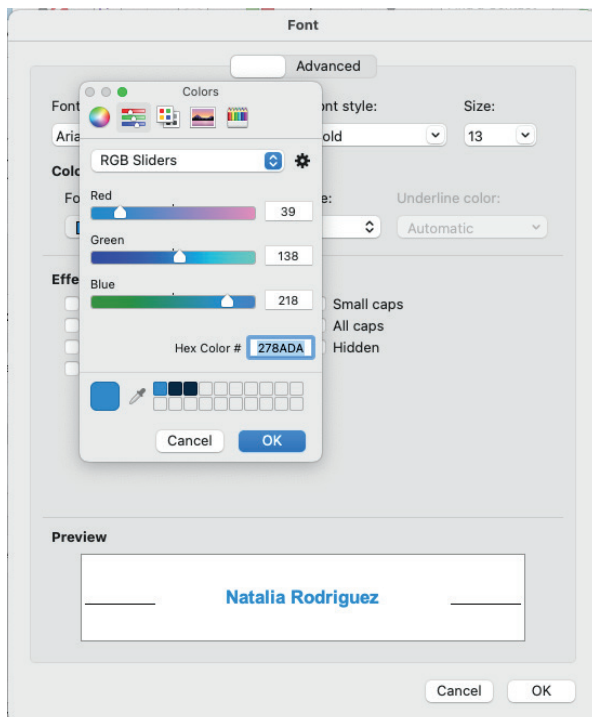
First things first, drag and drop your head shot into the blank Signature box on the right.



Type in your first and last name, your title and TapGoods.com. Your phone number and email is optional.

In order for TapGoods.com to hyperlink, select that text, right click on it and select Hyperlink.

In the blank Address box type tapgoods.com/pro and then click OK.



Select your name, right click and select Font (this is where we will format our text).

Under Font select Arial.

Under Font Style select Bold.

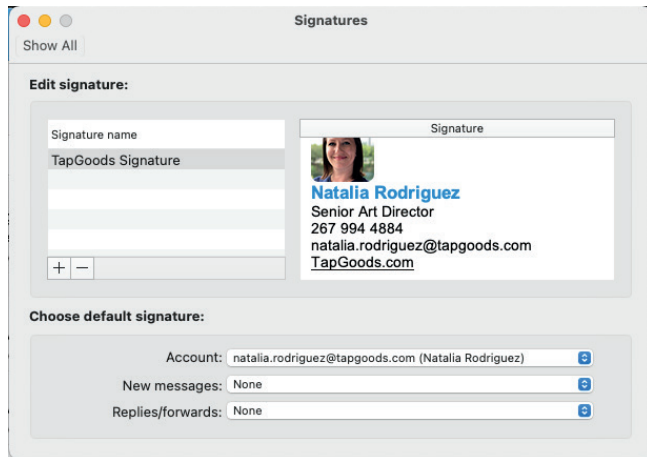
Under Size select 14.

Under Font Colors select More Colors and enter the Hex value in the box: 278ADA and click OK. This color will now be available for you to select from the options.

Click OK.

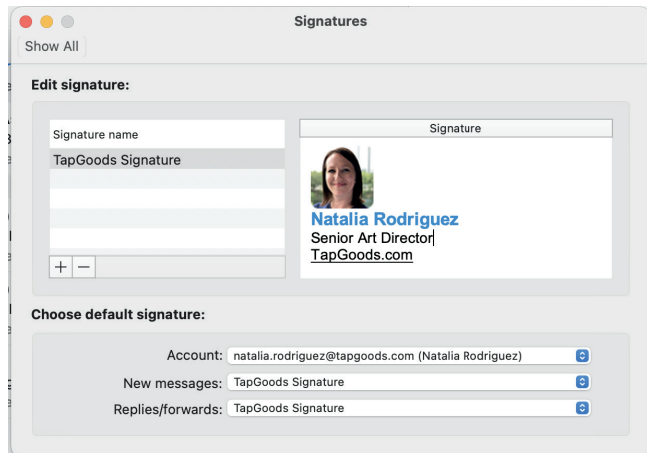
Select the rest of the copy under your name, right click and select Font.

Font will remain Arial but this time the Font Style will be Regular, Size will be 11 and the color will be black. Click OK.



Your signature should resemble the example on the left.

Here you can continue adding/removing information. In this case, we will remove the phone number and the email address.



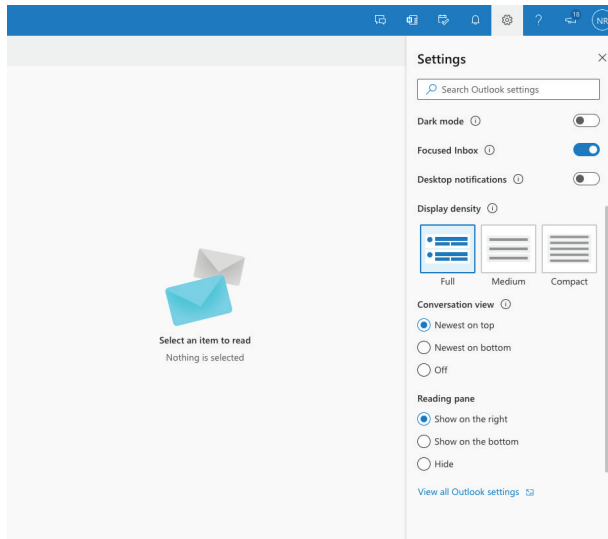
Under New messages and Replies/forwards select the signature you created from the drop down menu.

You are all set!

OUTLOOK IN WEB BROWSER

Click on the gear icon in the nav to the right.

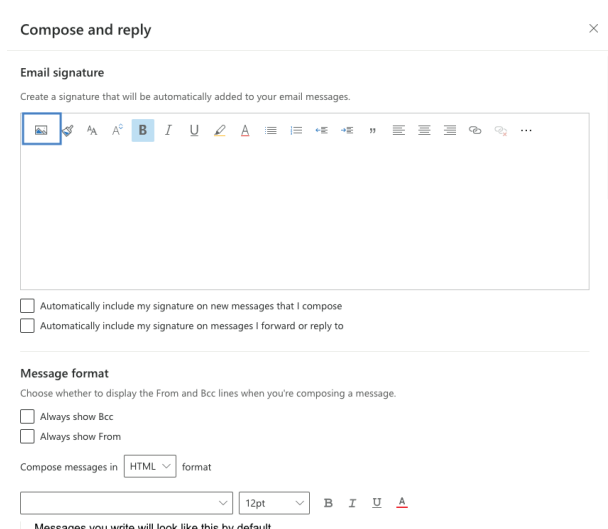
Click on View all Outlook Settings at the bottom.



Select Compose and reply from the menu.

Click on Insert Pictures inline icon (first on the left).

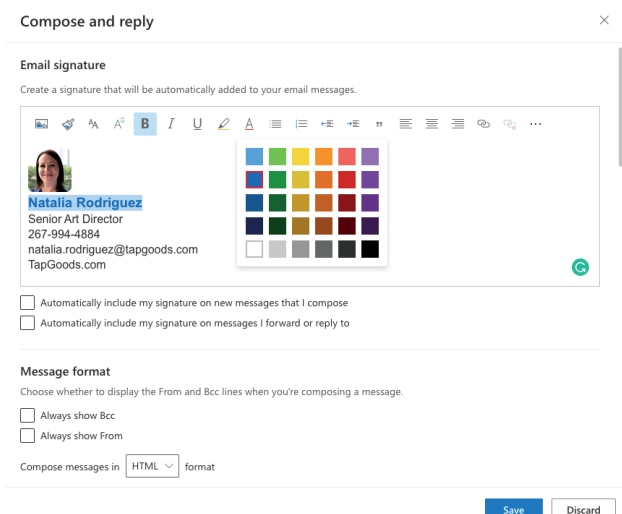
Find the image on your computer and Open.



Type in your first and last name, your title and

TapGoods.com. Your phone number and email is optional.

Select all text and change the font to Arial (third icon from the left). Your name should be at 14 point (bold and blue) and the rest at 11. See the selected blue color on the left.



TapGoods

EMAIL SIGNATURE HOW-TO

To hyperlink TapGoods.com highlight that text and click the hyperlink icon (second from the right).


Type in tapgoods.com/pro in the Web address (URL) field and click OK.

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.

Insert link (⌘+K)


Natalia Rodriguez
Senior Art Director
267-994-4884
natalia.rodriguez@tapgoods.com
[TapGoods.com](https://tapgoods.com)

☐ Automatically include my signature on new messages that I compose
☐ Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☐ Always show Bcc
☐ Always show From

Compose messages in HTML format

Save Discard


Check off the two boxes that read Automatically include my signature on new messages I compose and Automatically include my signature on messages I forward or reply to and click Save.

Your are all set!

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.


Natalia Rodriguez
Senior Art Director
267-994-4884
natalia.rodriguez@tapgoods.com
[TapGoods.com](https://tapgoods.com)

☒ Automatically include my signature on new messages that I compose
☒ Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☐ Always show Bcc
☐ Always show From

Compose messages in HTML format

Save Discard