## How to change your email

# **Step 1:** download the htm file from the brand kit and open in your browser

#### PAEDIATRICS COMMUNICATIONS BRAND KIT



- Paediatrics logo
- Paediatrics & Oxford University combined logo
- Paediatrics letterhead template
- Paediatrics Powerpoint template
- Paediatrics email signature template
- How to guide edit email signature address block instructions

**Step 2:** Open the HTM file in chrome and Click CTRL A /CMD A (macOS) then CTL+C / CMD C (macOS)



### Step 3: Paste the signature in your Outlook signature editor



Step 4: Edit the address block using the 'How to guide'



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## For Outlook web-browser users follow these steps

Step 1: After copying the HTM version of the email signature template. Go to Outlook in your browser then go to settings > Email > Compose & reply. Then CTRL + V / CMD + V (macOS) to paste the template in the signature box.



**Step 2:** To edit the email template simply highlight the text and enter in your details. For hyper-links, highlight the text, click the ellipsis or the Link icon

Settings	Layout	Compose and reply	$\times$
Settings Search settings Search settings Calendar Search Calendar Search Calendar Search View quick settings	Layout Compose and reply Attachments Rules Sweep Junk email Customise actions Sync email Message handling Automatic replies	Create and edit signatures         + New signature         Pacdiatrics 2021         Insert link (Ctrl+K)         Charlotte Walber (shoher)         Ating HR Nanager         Department of Paedatrics         UNIVERSITY of Diversity of Oddi         Level 2, University Offices contexts         Working Week Monday – Friday         Website http://www.raediatrics.cox.ex.uk         Working Week Monday – Friday         Website http://www.raediatrics.cox.ex.uk	
	S/MIME Groups	Select default signatures For New Messages: Outlook Web Signature Save D	iscard

**Step 3:** To edit the hyperlink add your email in the top text box and add the email in the bottom the 'mailto:emailaddress' format. See example below:

Settings	Layout	Compose and reply	×
Search settings	Compose and reply Attachments	Create and edit signatures + New signature	Â
<ul> <li>General</li> <li>Email</li> <li>Calendar</li> <li>R<sup>A</sup> People</li> <li>View quick settings</li> </ul>	Rules Sweep Junk email Customise actio Sync email Message handlir Retention policit S/MIME Groups	+ New signature Paediatrics 2021 link ss tte.walber@paediatrics.ox.ac.uk tress (URL) scharlotte.walber@paediatrics.ox.ac.uk OK Cancel """ Select default signatures	
		For New Messages: Outlook Web Signature	Discard

### Step 4: Click okay + Save and you are done!