

Meta

Digital. Simple. Human.

TUTORIAL

Corporate Signature

START



Installing your new corporate signature

After using the corporate email signature generator to create and copy your custom signature, follow the next steps according to your e-mail provider.

Choose your provider and click on the button to view the instructions.



GMAIL

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OUTLOOK

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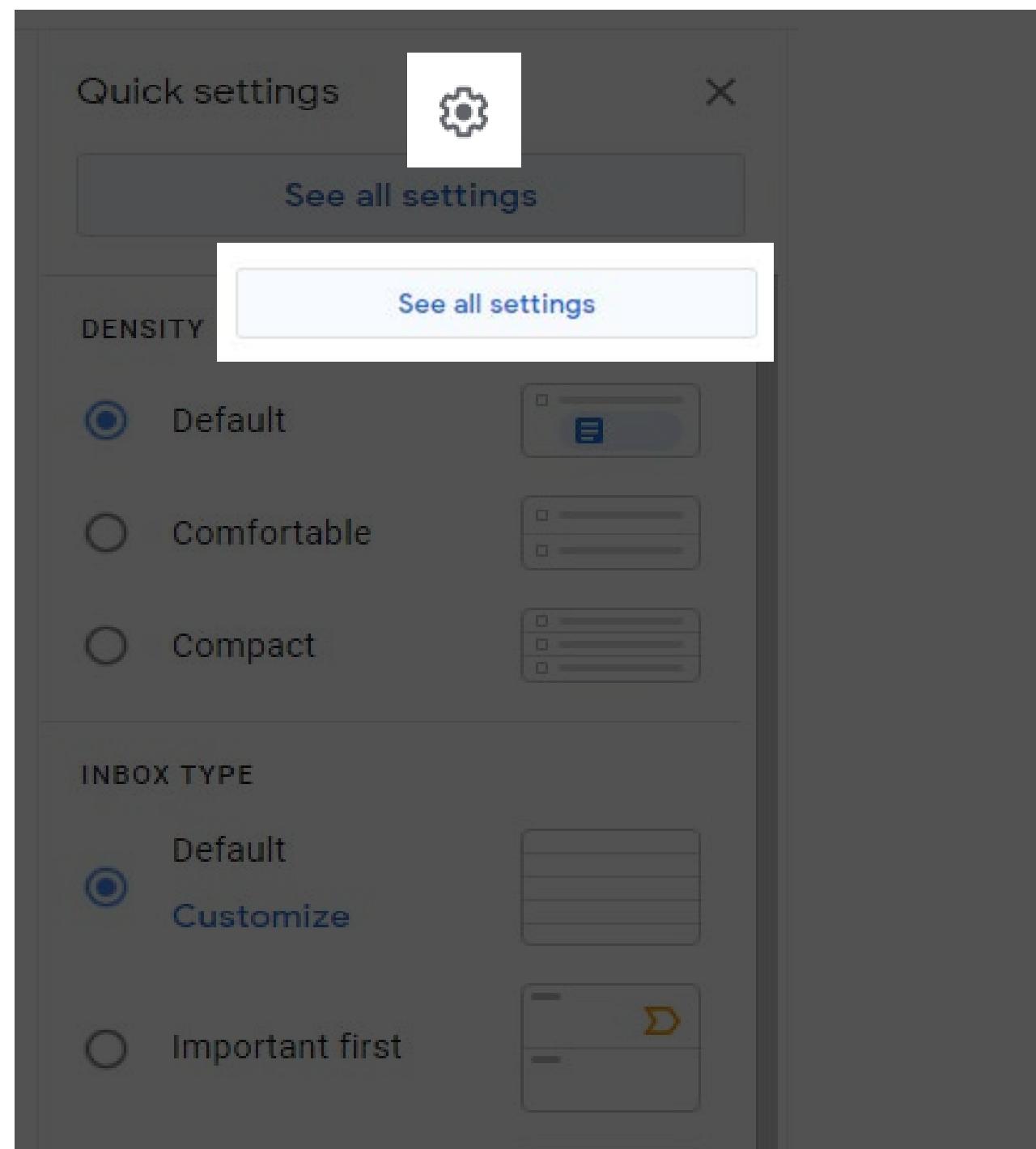


APPLE MAIL

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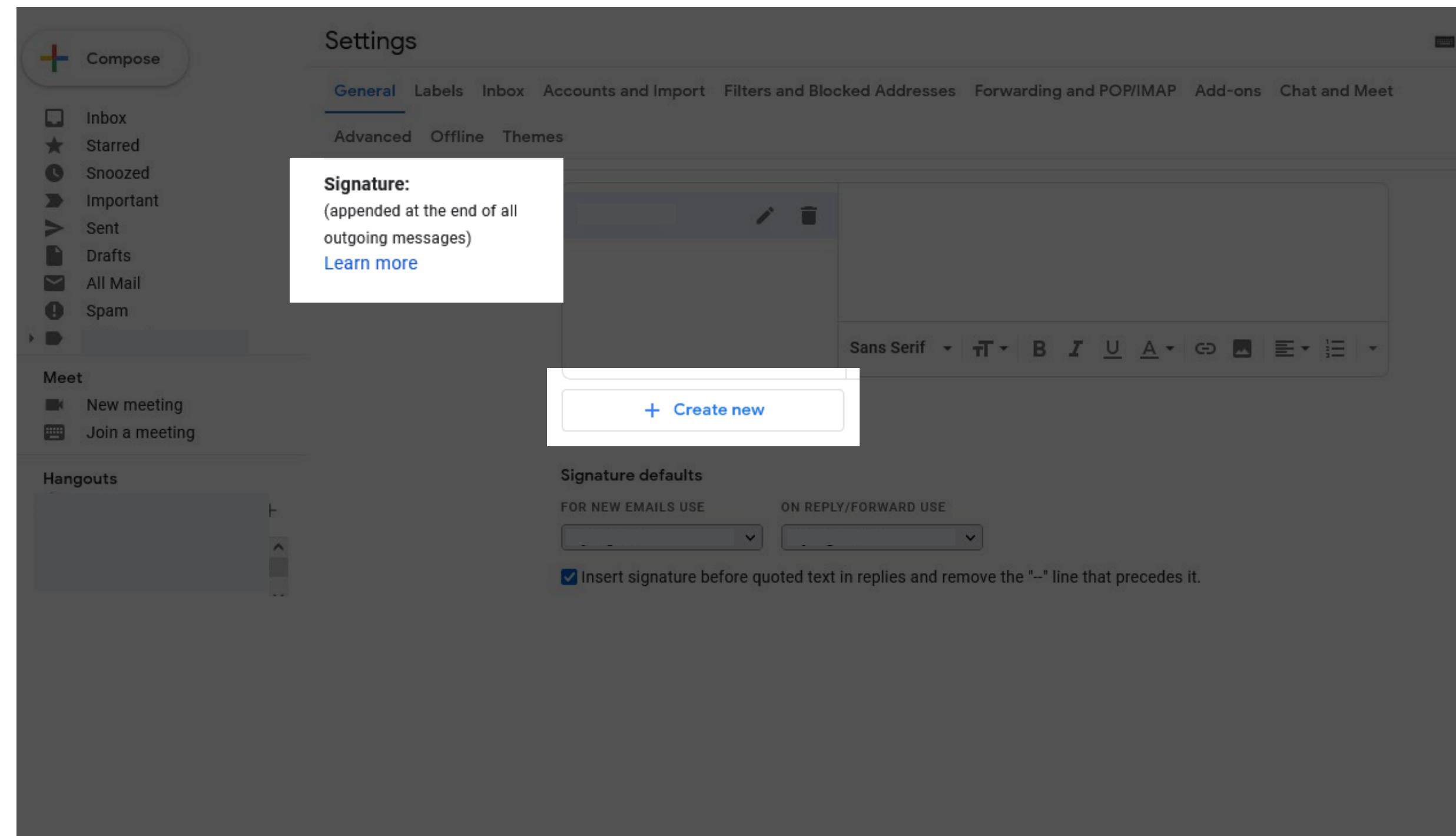
1.

Click on the **settings button** in the upper right corner of the screen and open **"See all settings"**.



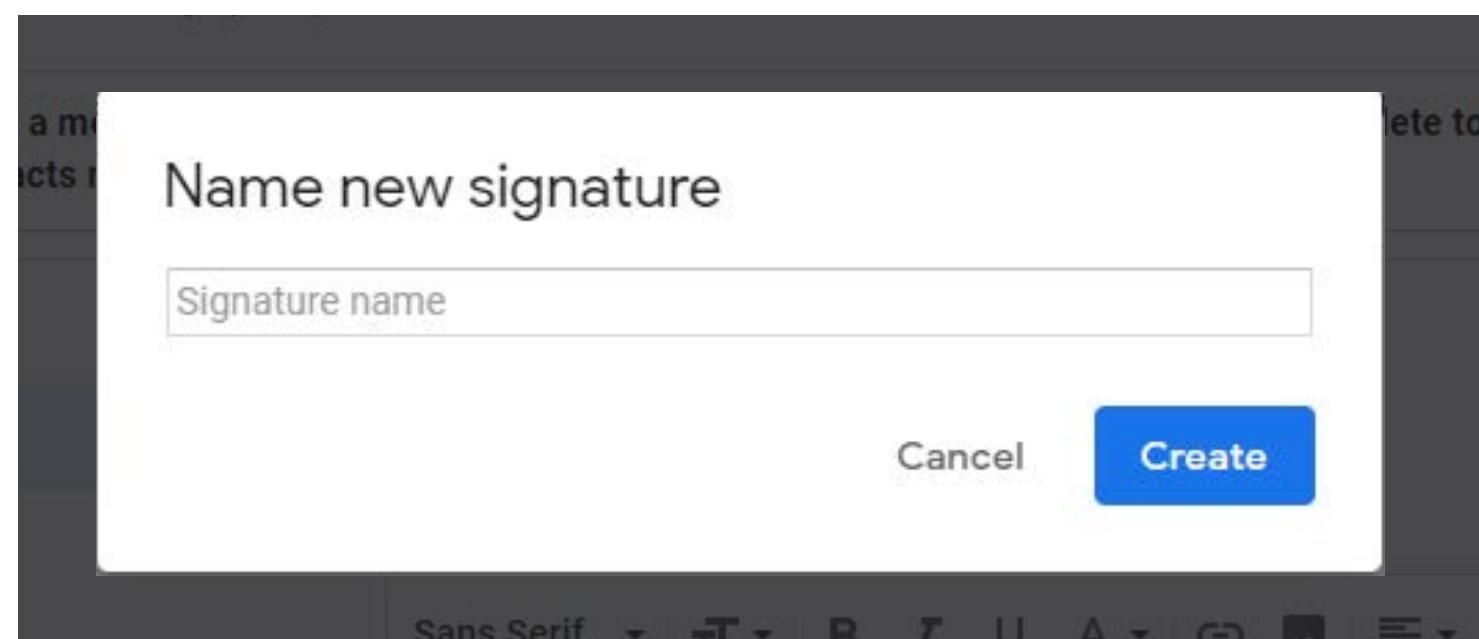
2.

In the **"Home"** tab, go to the **"Signature"** section and then click **"+ Create new"**.



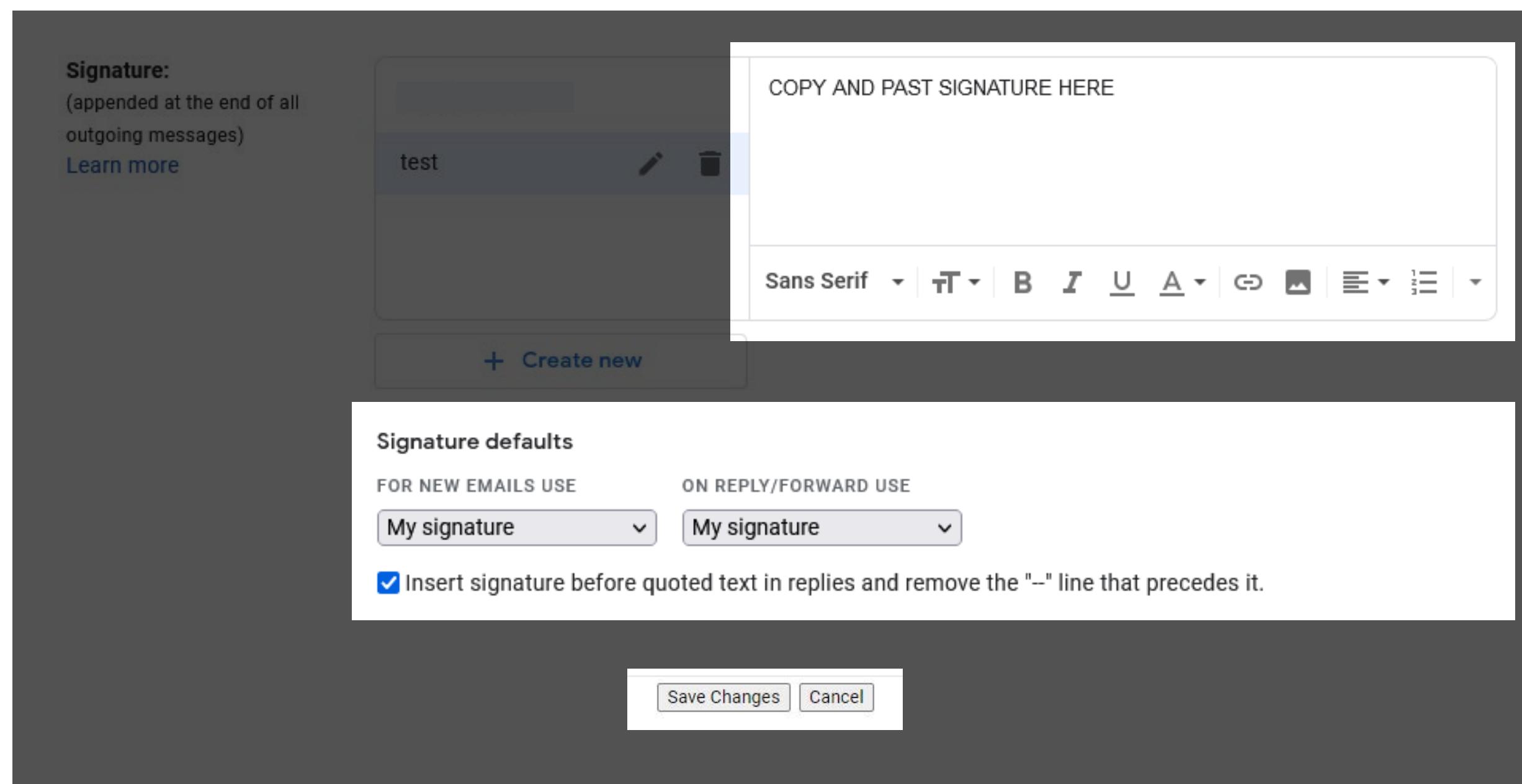
3.

Name the signature and click “Create”.



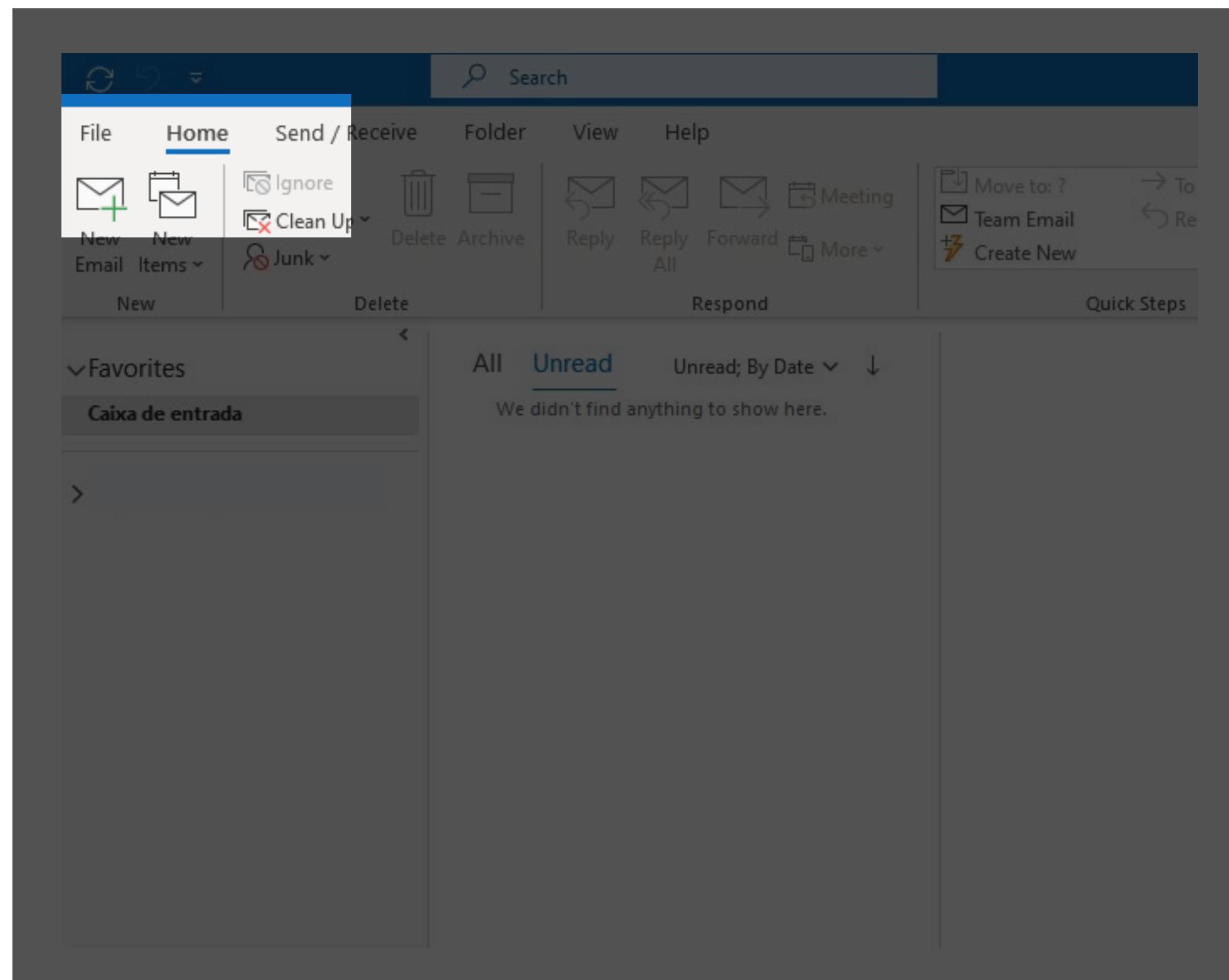
4.

In the **blank space** available for editing, **paste the HTML signature** that you copied previously. At **“Signature defaults”**, configure whether you want to use the signature automatically for new mail, replies or forwards. Then click **“Save changes”** at the bottom of the page.



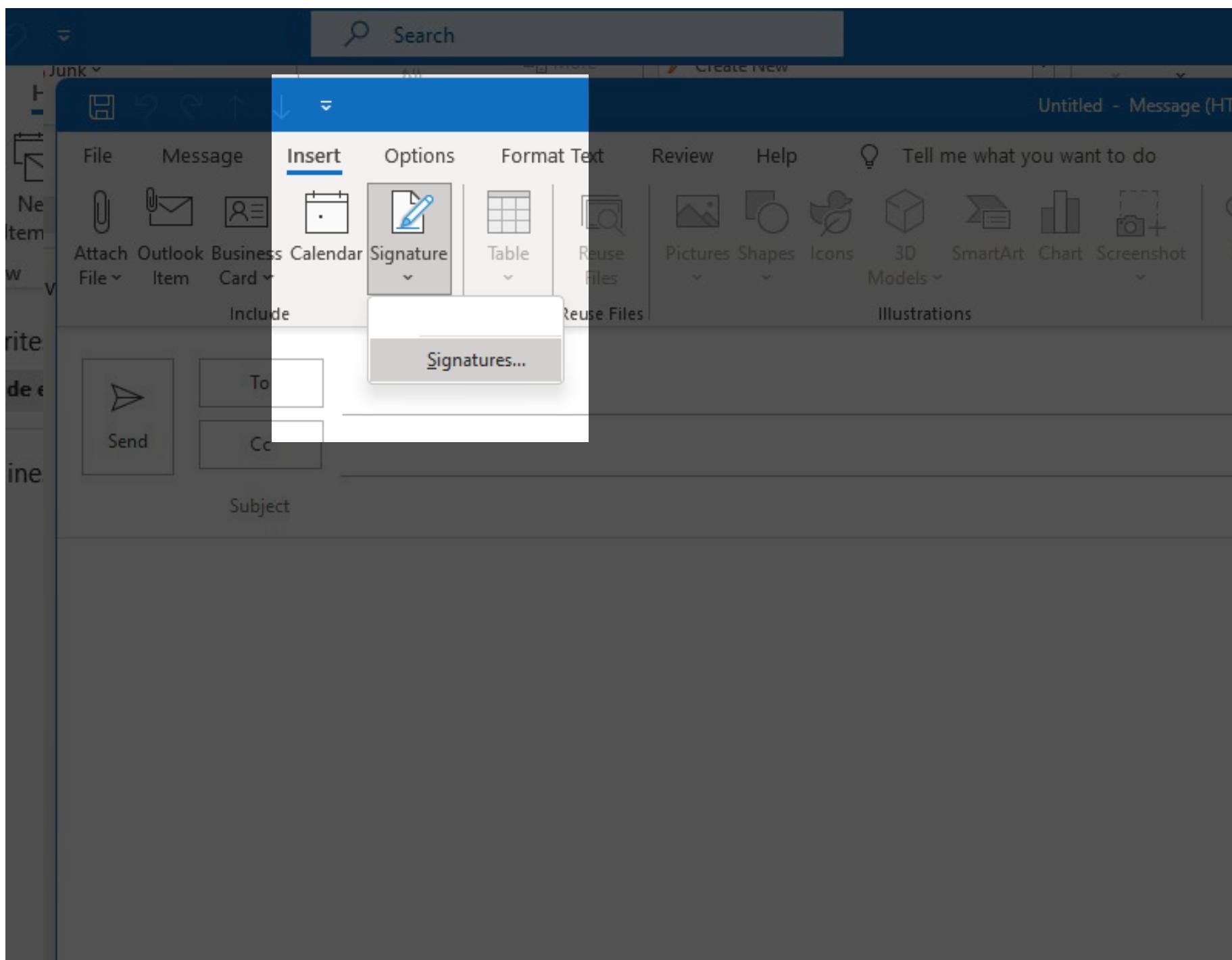
1.

With the “Home” tab selected, click the “New E-mail” button.



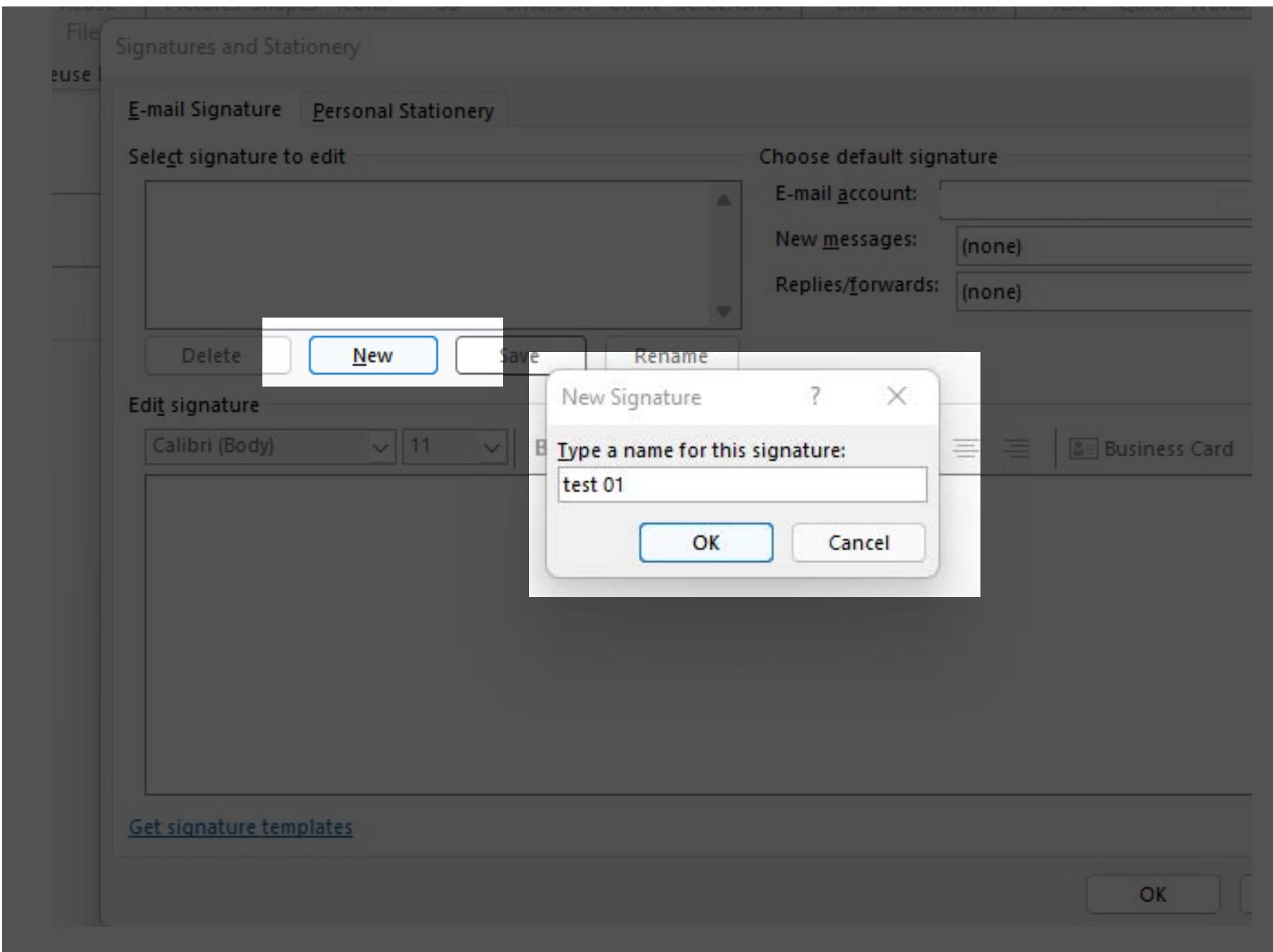
2.

A new window will open. In the “Insert” tab, select the “Signature” option and then “Signatures...”.



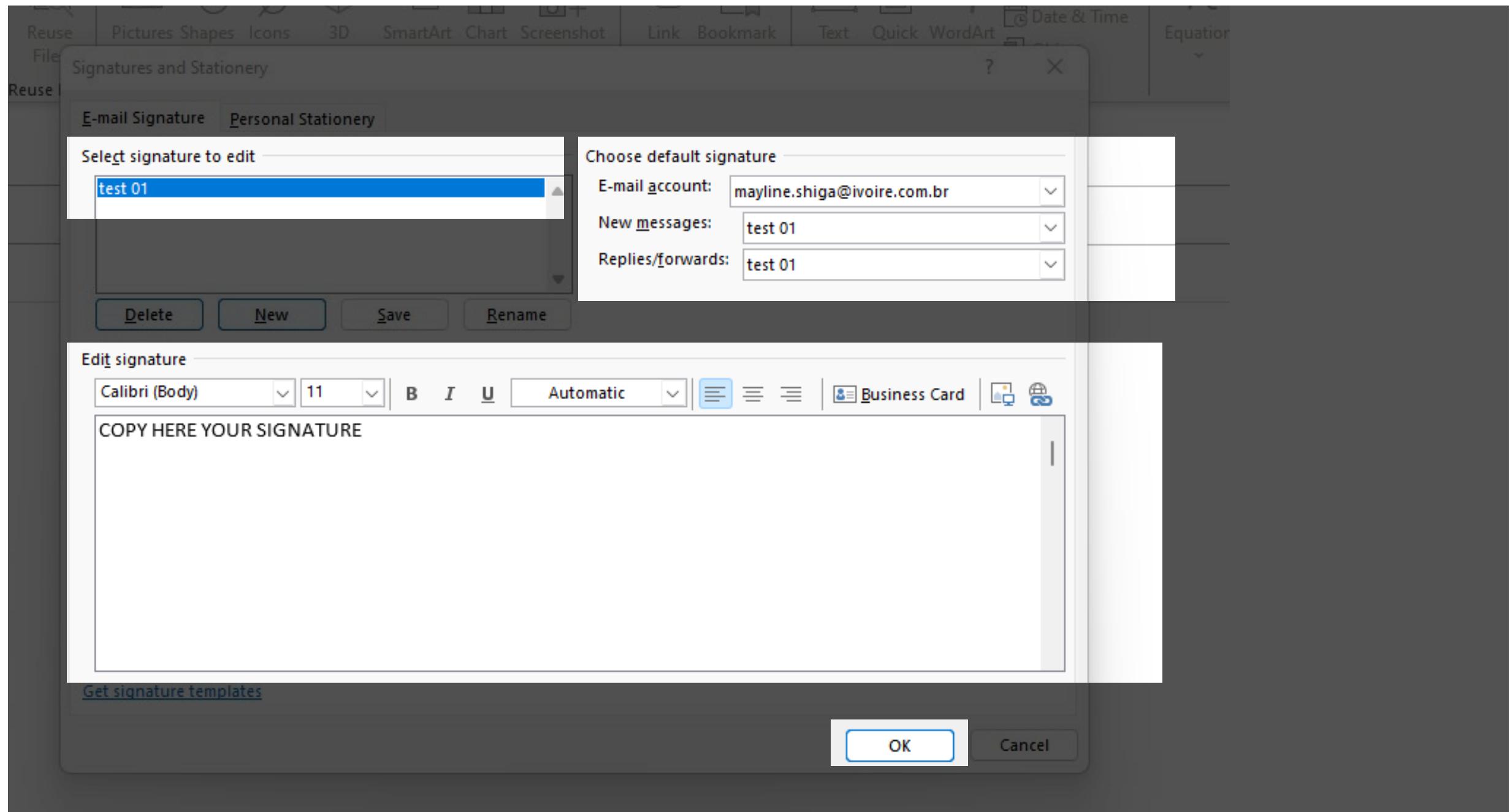
3.

When the signature tab opens, click **“New”**, **enter a name** for your signature and click **“OK”**.



4.

Then paste the copied content into the edit space and **select** the created signature to configure the **“New messages”** and **“Replies / Forwards”** options. To finish, click **“Save”** and then **“OK”**.

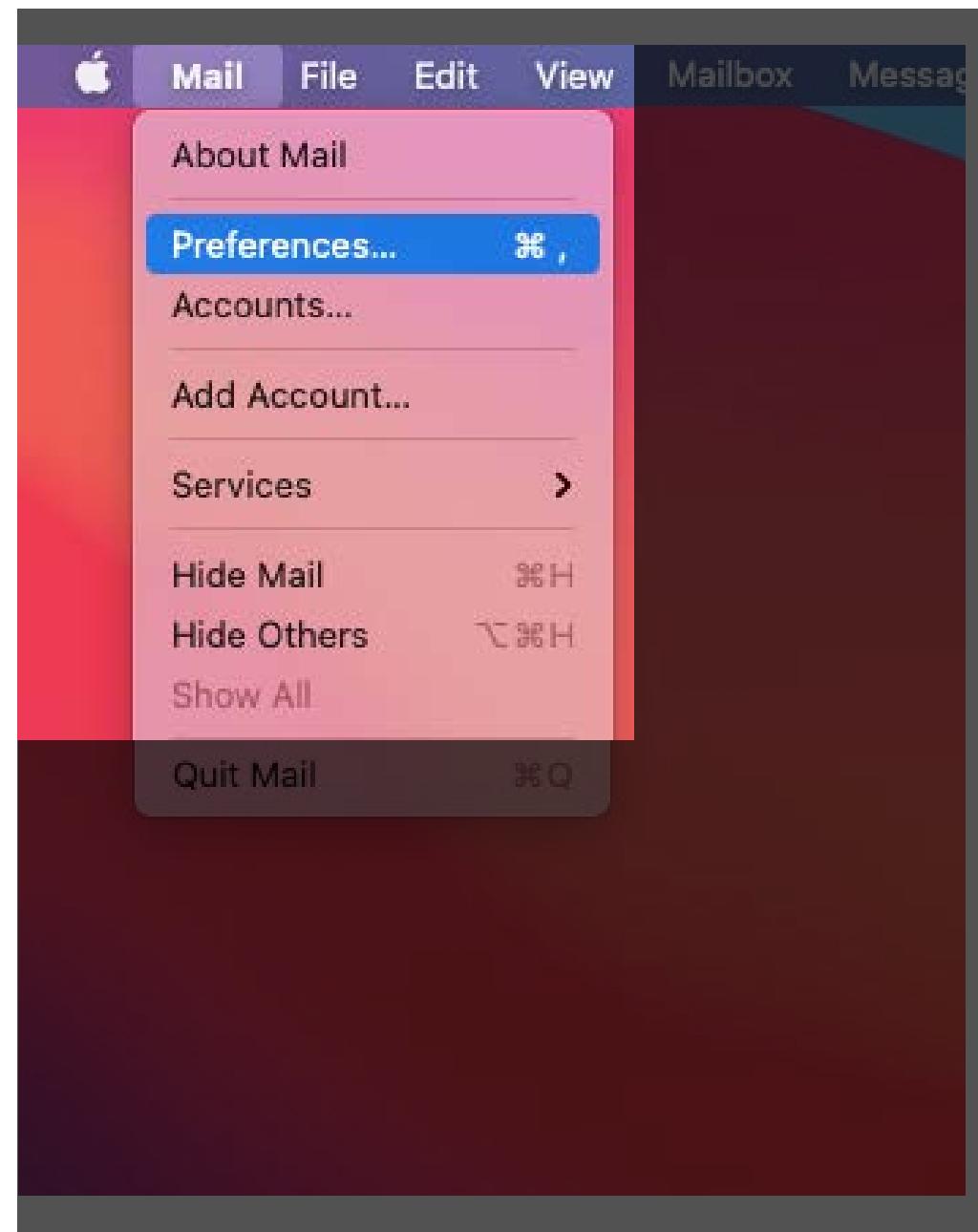


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iPhone

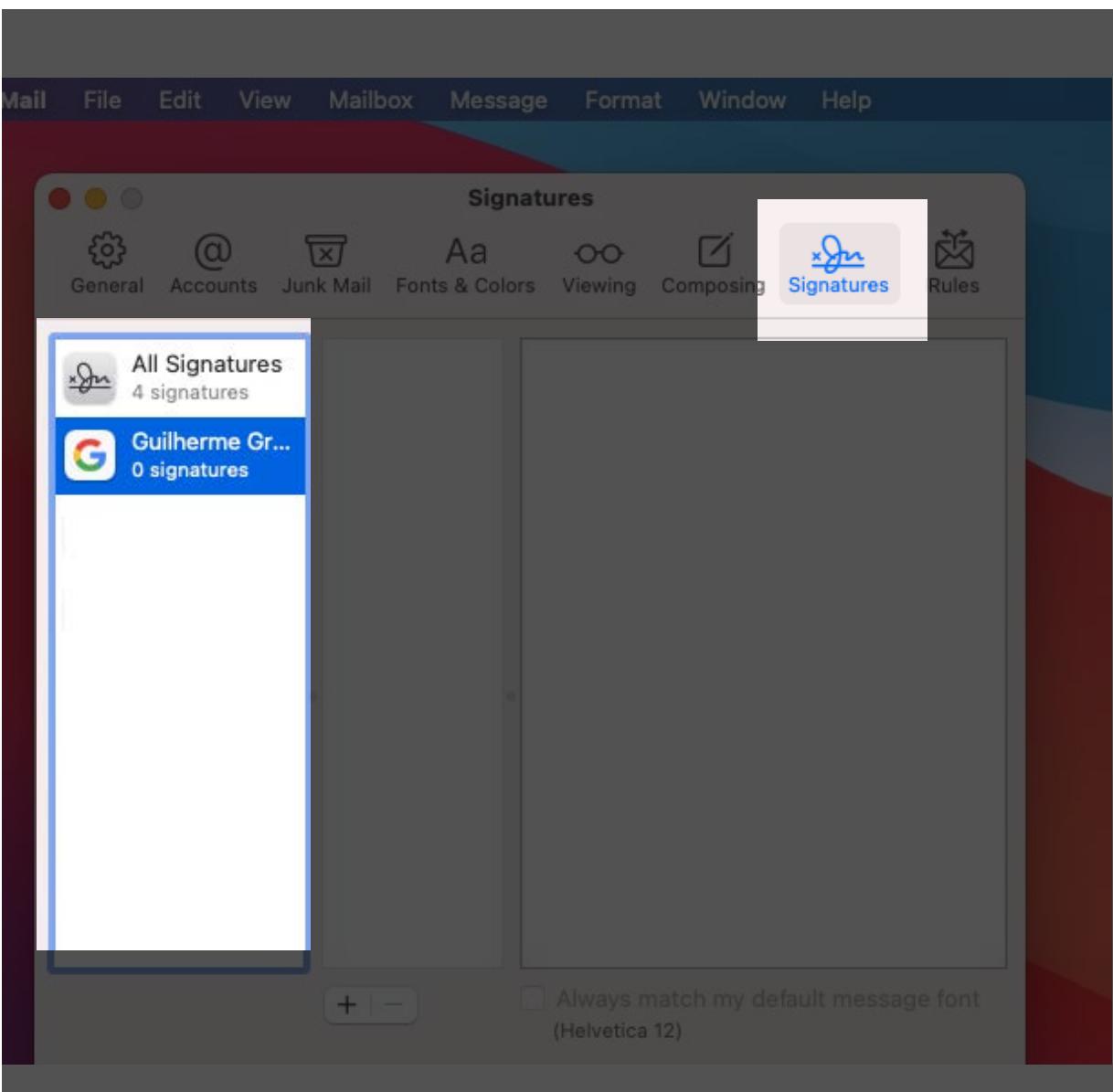
1.

In the Mac's Mail app, choose "**Mail**" then click "**Preferences**".



2.

First, click on the "**Signatures**" option at the top of the window. Then, use the left column to select the account you want to link the signature and then click the add button (**symbol +**) below the middle column. If the "**All Signatures**" option is selected when you create a signature, you will need to drag the new signature to an email account before you can use it.

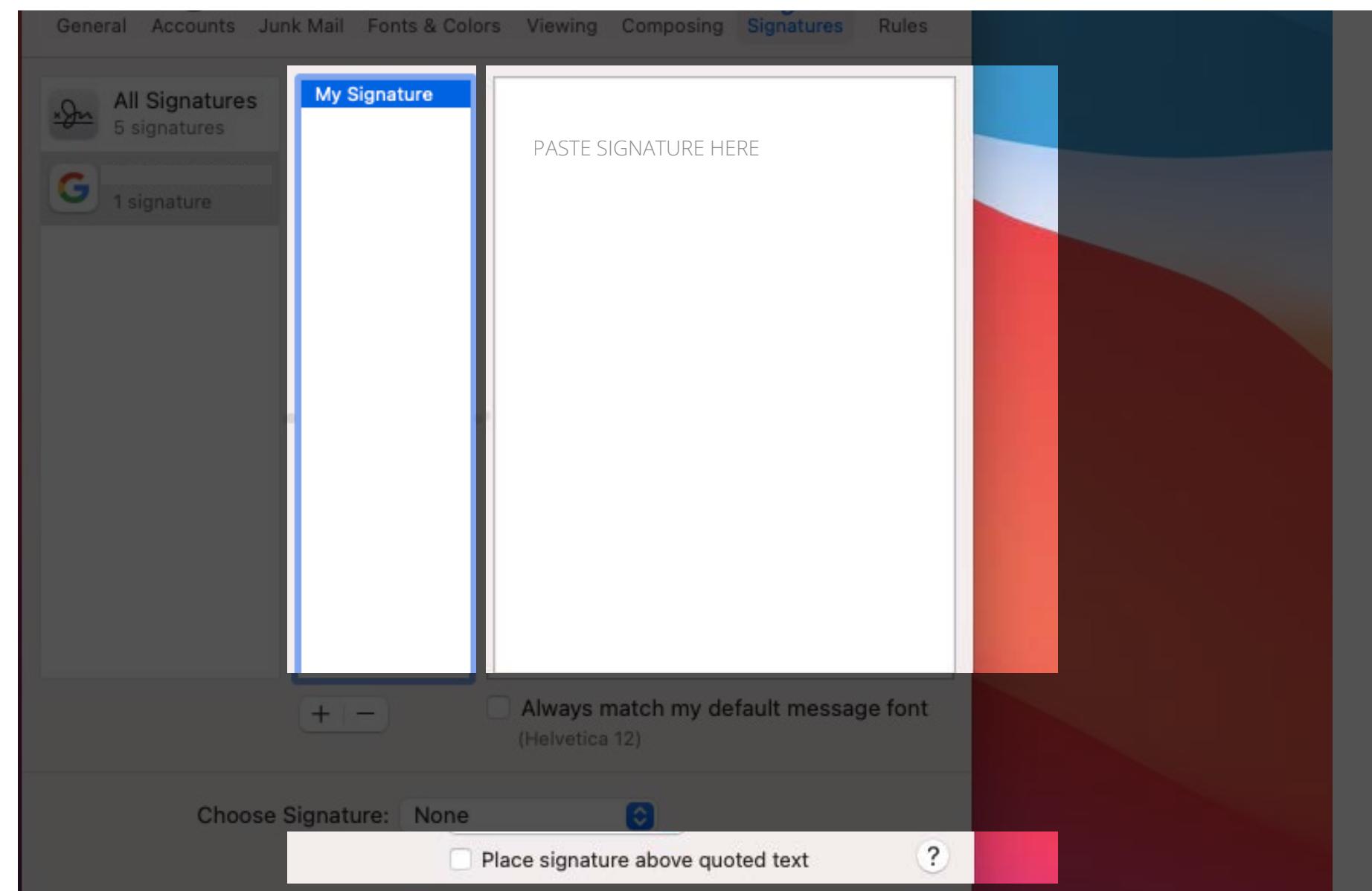


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iPhone

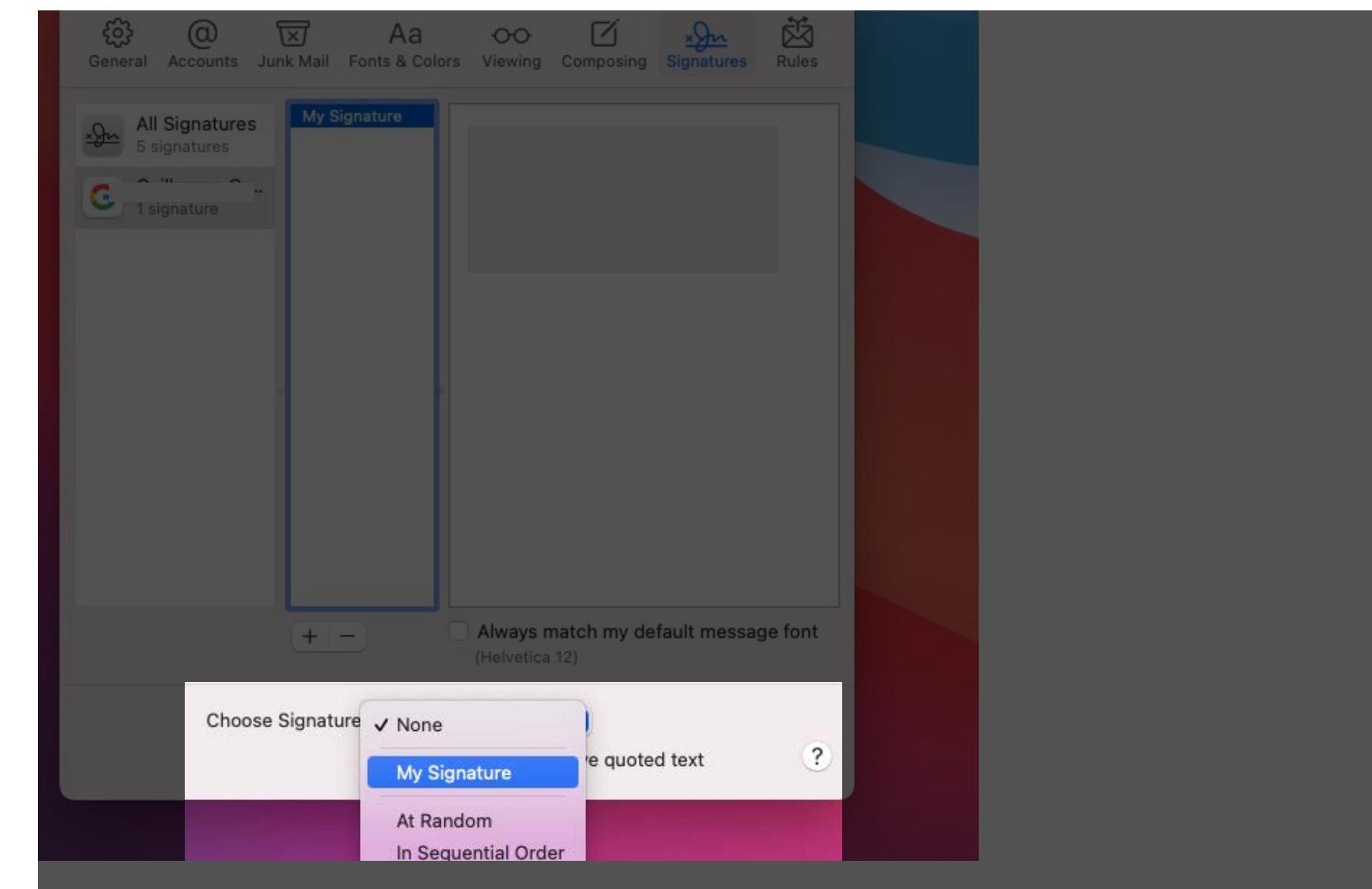
3.

In the middle column, type a name for your signature. In the blank space (the preview), paste the signature that was created in the signature generator. If you want your signature to follow the original text of messages that you reply to or forward, uncheck the **"Put signature above quoted text"** checkbox.



4.

To make the signature automatic for all future mailings, use the **"Choose signature"** menu and select the desired signature according to its name.

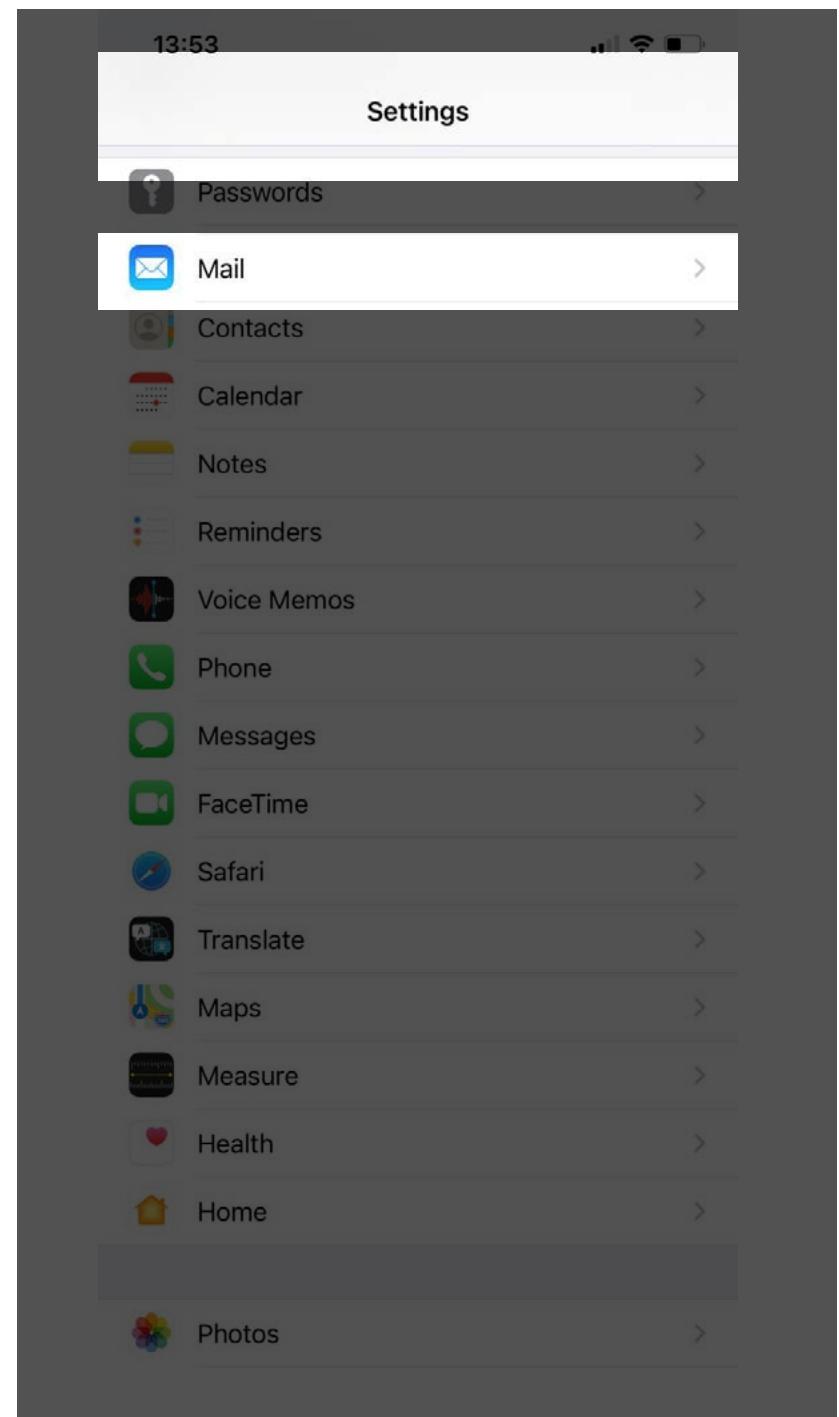


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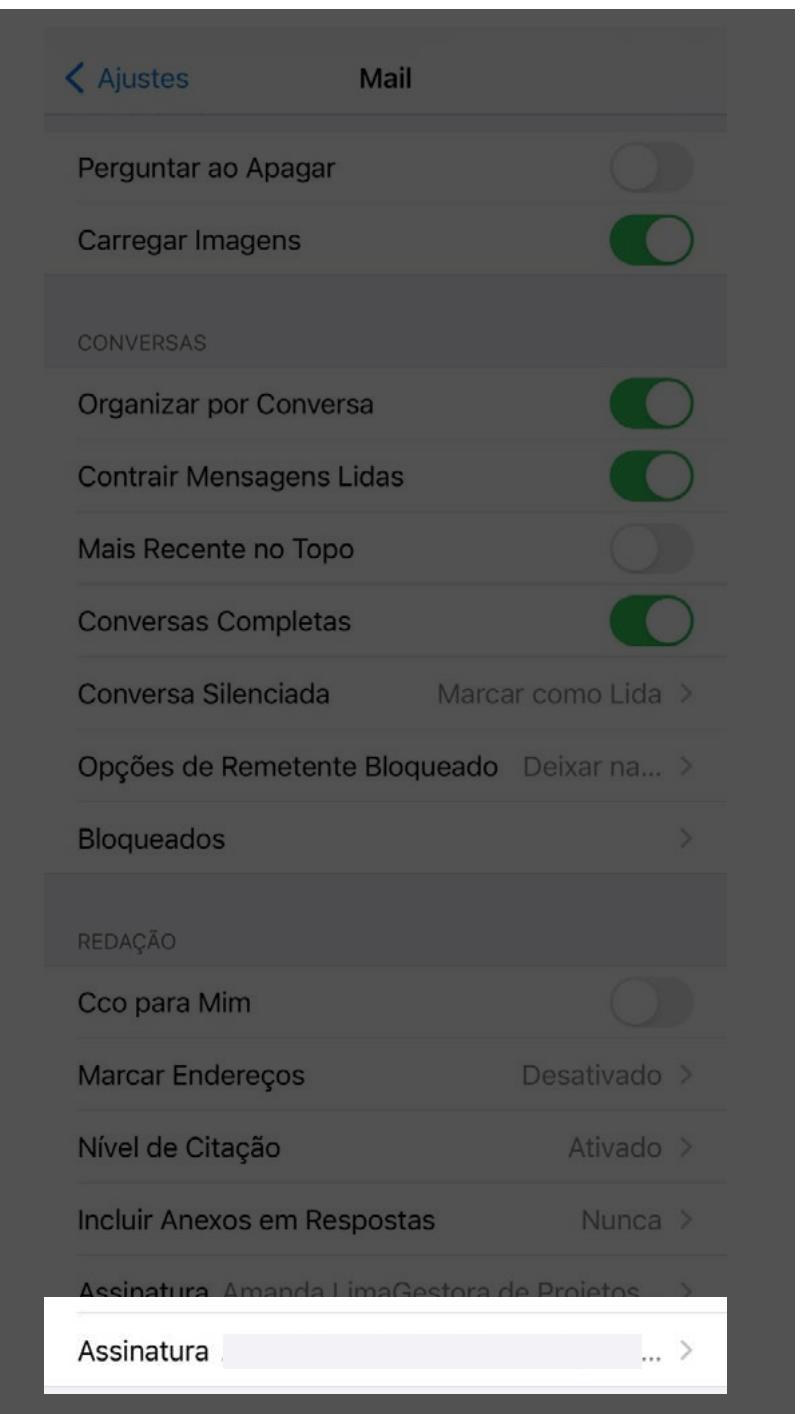
1.

On your iPhone, go to **“Settings”** and select the **“Mail”** option.



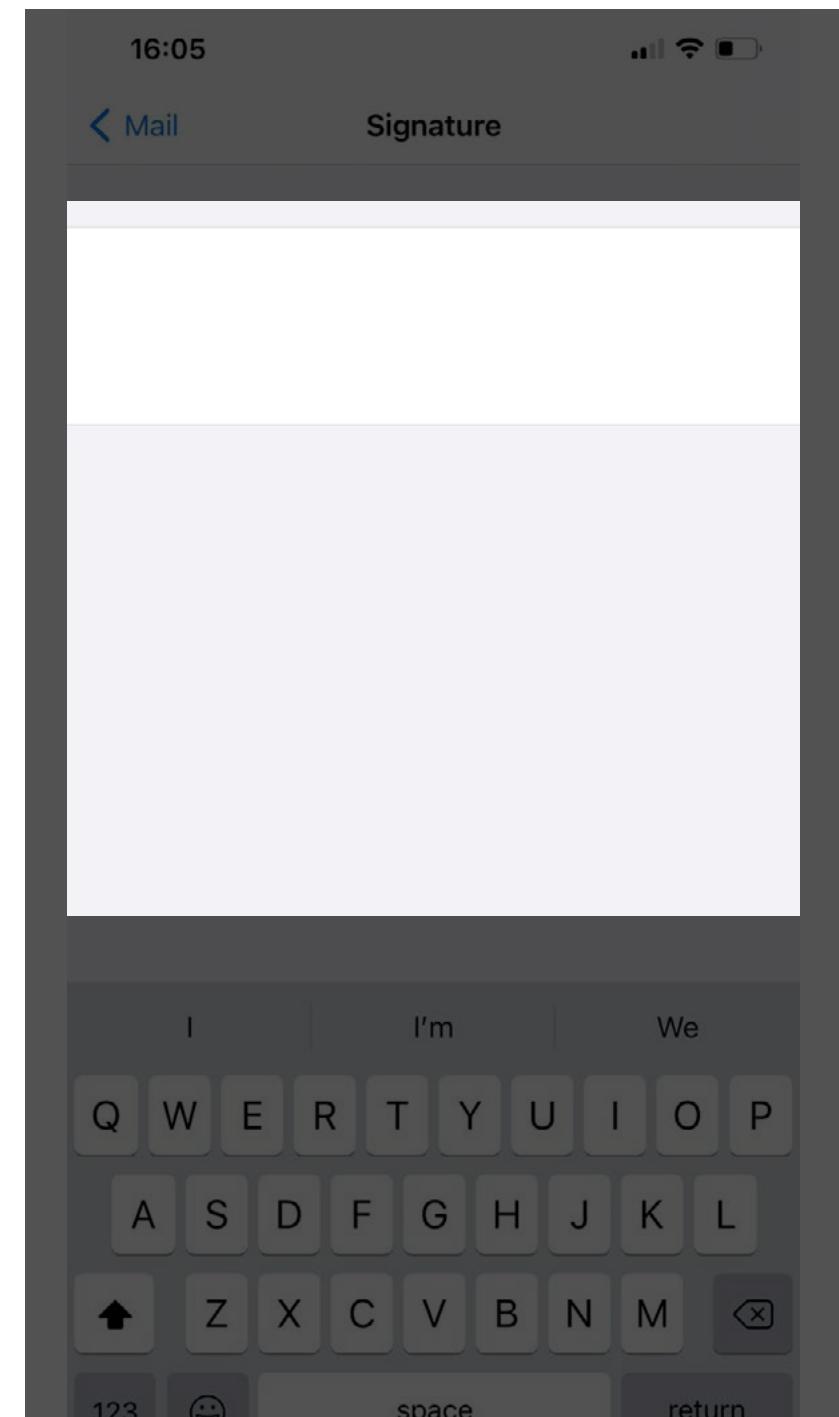
2.

Scroll down until you find the **“Signature”** field.



3.

Paste your signature in the **available blank space**.

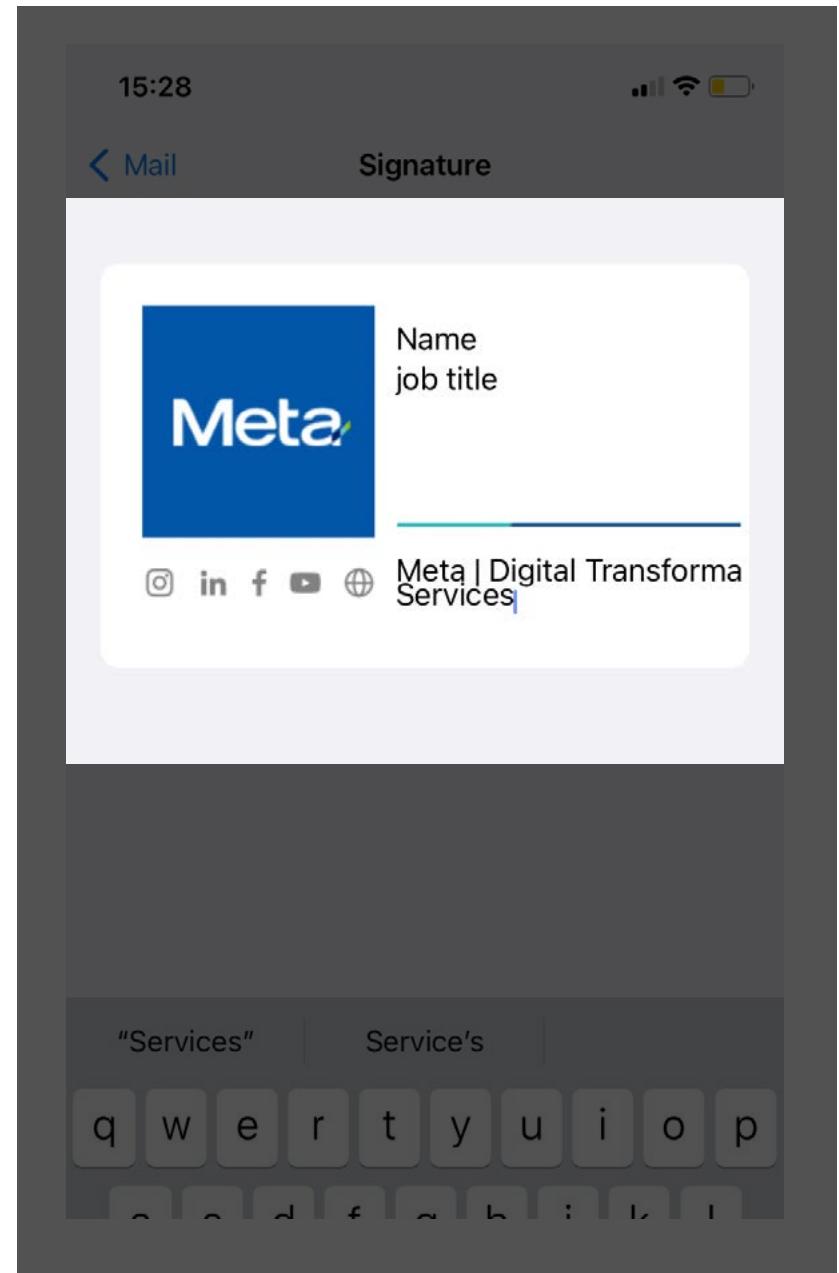


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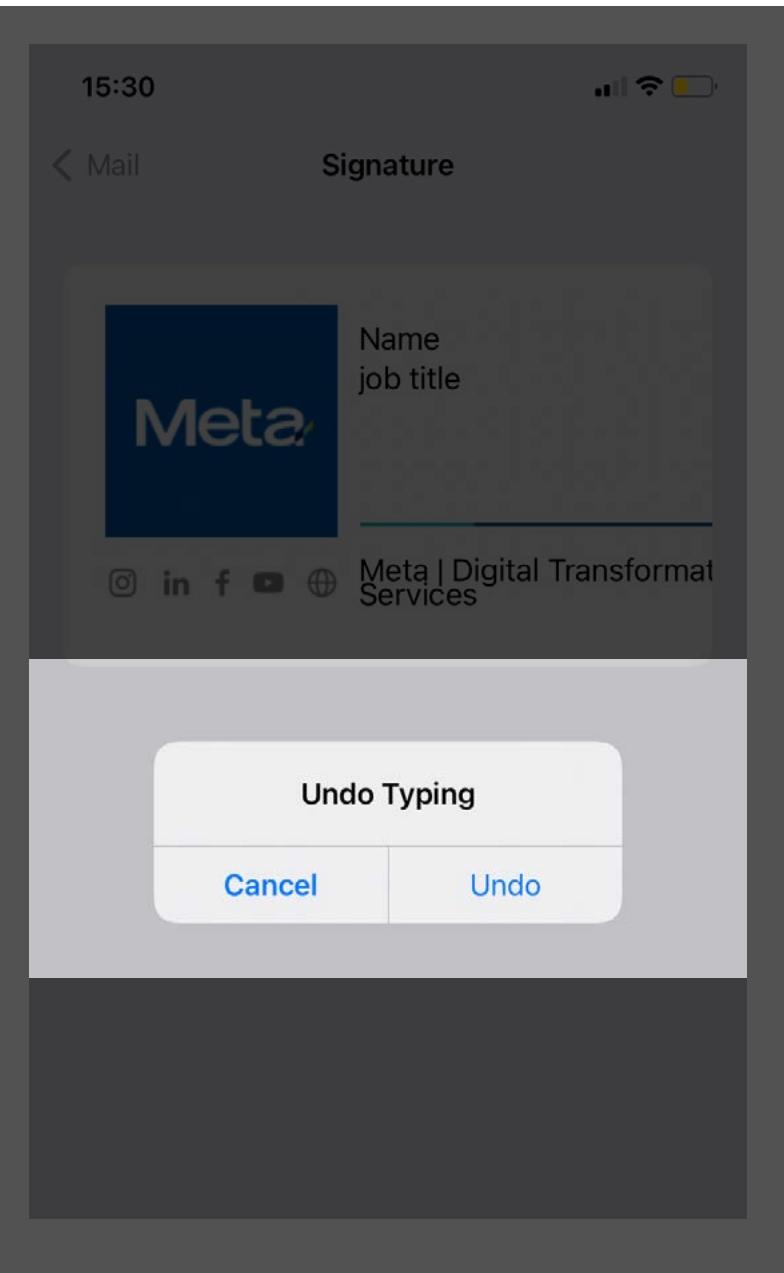
4.

When you paste your signature, you will see that it will be **disconfigured** and with different fonts from what was done in the generator.



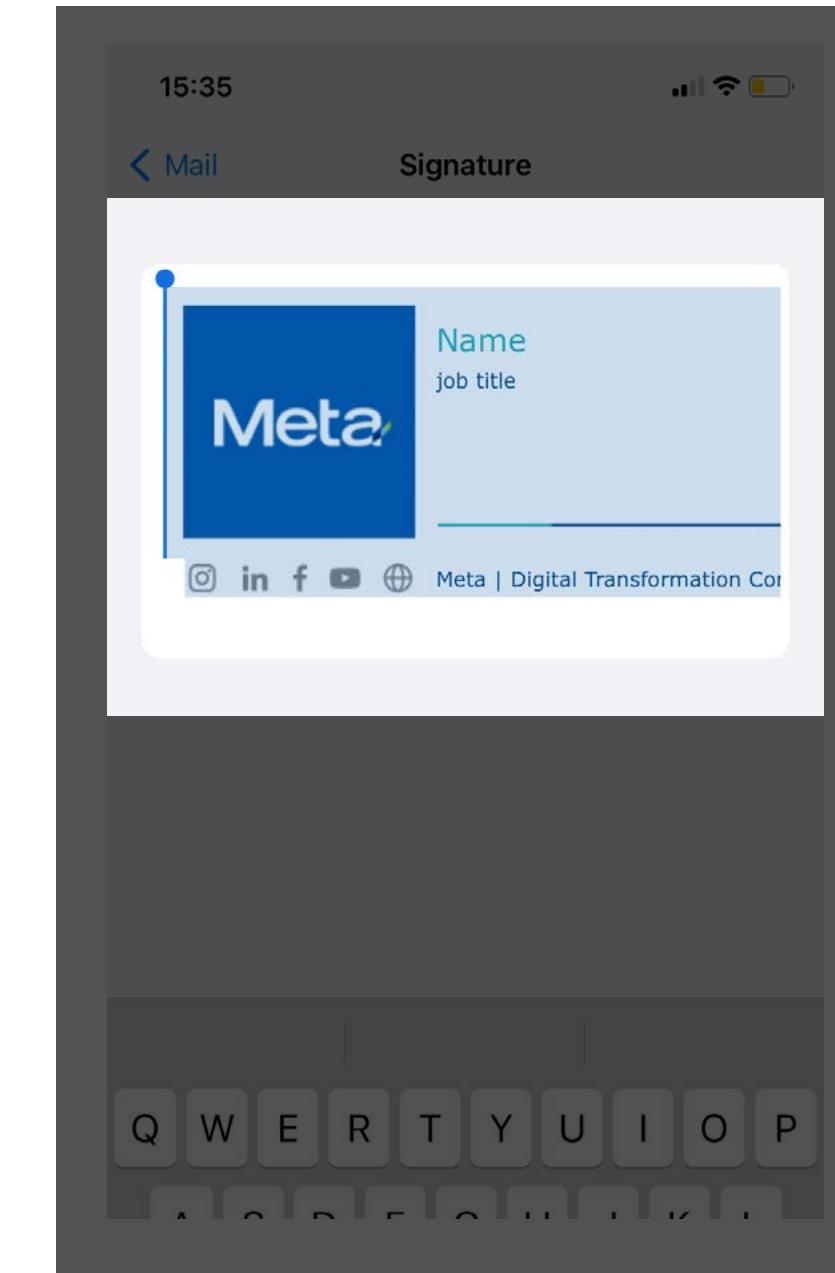
5.

To fix the formatting, **shake your iPhone**¹ and a notification will appear on the screen, select the option "**UNDO**".



6.

After that, the signature will appear correctly formatted.



¹Simulation

Shake your iPhone, **back and forth**, as shown in the drawing below:



If you have questions, open a
request ticket at **Meta Conecta**.

CLICK HERE >

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