



Manual to install an email signature in Outlook

Here is a step-by-step guide to help you customize and install an email signature in Outlook using a Word template. It is a good way to promote your company's participation in **Expo Med | Hospitalar 2026** and increase visits to your booth.

1. Open the email signature template (Word document)

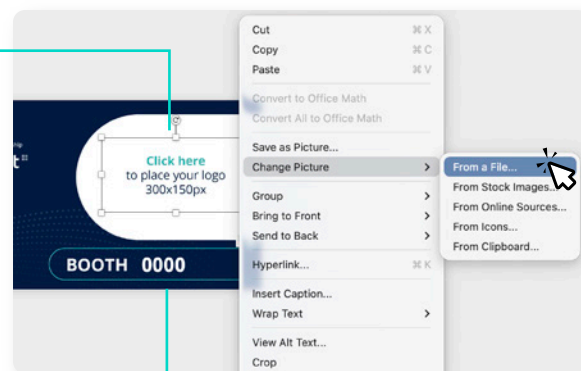
The signature is already designed, but you will need to customize some elements.



2. Customize the signature

Replace the logo

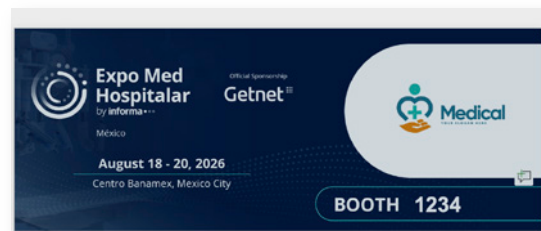
- Right-click on the image with the instruction **"Right-click to place your logo"**.
- Select **"Change Picture"** and choose your logo image from your computer. Update the booth number.
- Identify the **"0000"** below where it says **"Booth"** and replace it with your booth number.



3. Copy the customized signature

Once you have made the necessary changes (logo and booth number), select the entire signature:

- Click and drag your cursor over the entire signature or use the keyboard shortcut **Ctrl + A** to select everything
- With the signature selected, press **Ctrl + C** or right-click and choose **Copy**.

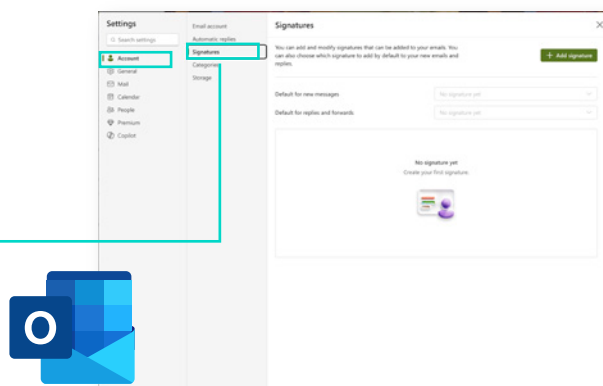


Ctrl + E

Ctrl + C

4. Open Outlook and access the signature settings

- Open Outlook on your computer.
- Go to the File tab and select Options.
- In the window that opens, select Accounts.
- Then, click the Signatures button

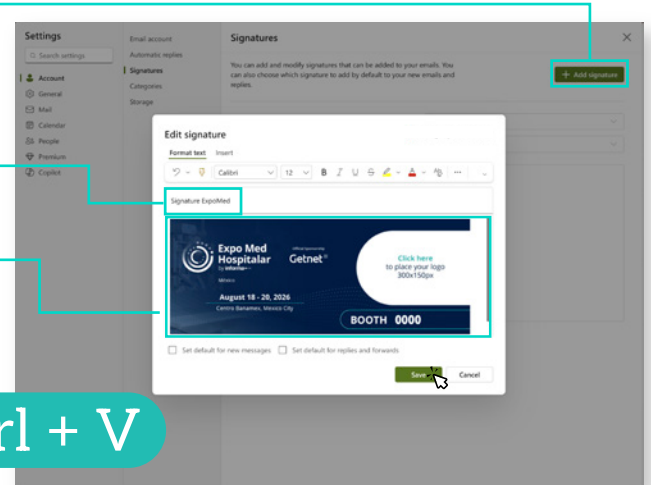




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5. Create a new signature

- In the signatures window, click New signature.
- Name your new signature (e.g., "Event Signature").
- In the editing box, paste the signature you copied from Word: **Right-click and select Paste, or press Ctrl + V.**
- Click the "Save" button.



6. Optional Step

Combine with your corporate signature

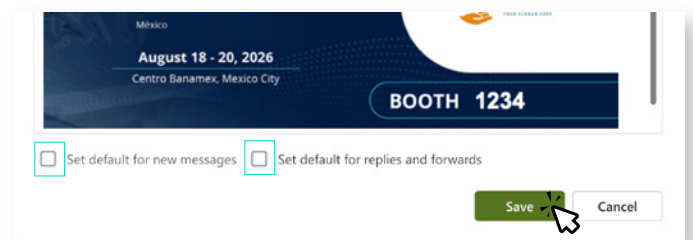
If you already have a corporate signature and want to keep it, simply:

- **Follow step 4** and in the Signatures option, select the signature you use. In the edit box, paste the custom signature below your existing corporate signature in Outlook.
- This way, both signatures will appear in your emails.

7. Choose when to use the signature

In the Choose default signature section, decide when to use this signature:

- If you want it on all your new emails, select this signature in the "New messages" dropdown.
- If you prefer to use it only in replies or forwards, select it under "Replies/forwards."



8. Save and apply changes

- Click the "Save" option again.
- Then, go back to the main Outlook window and test it by sending a new email to ensure the signature appears correctly.

READY!

Your personalized signature with your participation in **Expo Med | Hospitalar 2026** is now set up for use in outlook.

Remember to run a test to make sure everything looks perfect.