

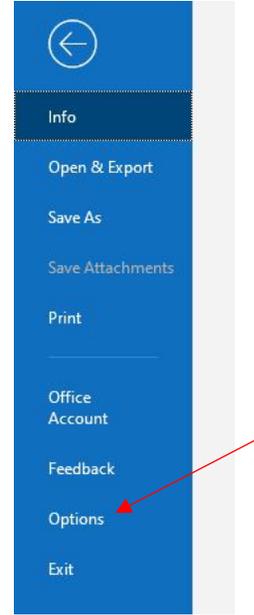
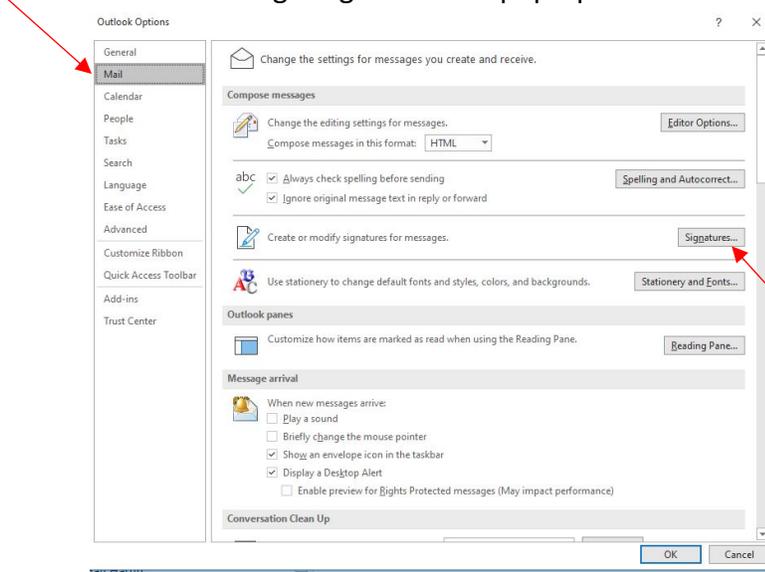
# Instructions for Adding a New Signature on a PC with Outlook

In Outlook go to the File in the top menu and select Options

Once in the Options Menu select the Mail tab

Under the Mail Tab select Signatures

The menu for adding a Signature will pop-up



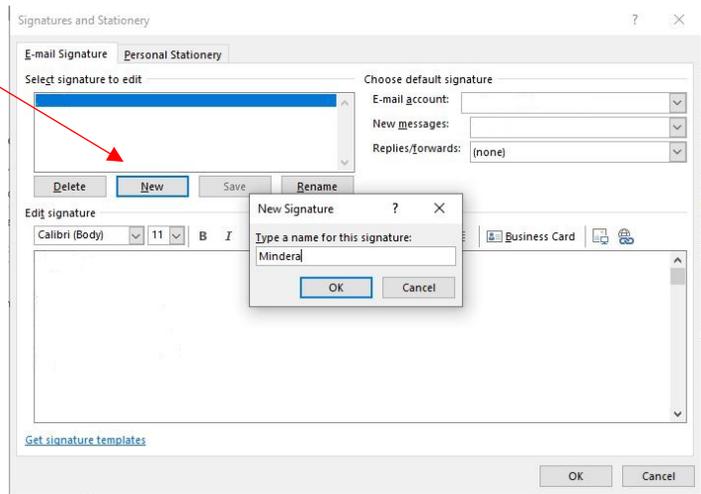
Under Signature to Edit select New

In the Pop-up type in the name you would like to assign your signature and click OK

Go to the URL for Copying the signature you want to use

<https://www.minderadx.com/signature/>

Left click and drag to copy the entire signature, be sure to highlight the entire area including the Arena logo and the colored bar next to the signature to capture all of the elements.




**FName LName**  
Title

C 000-000-0000  
W <https://www.minderadx.com>

ISO 13485:2016 certified



**FName LName**  
Title

C 000-000-0000  
W <https://www.minderadx.com>

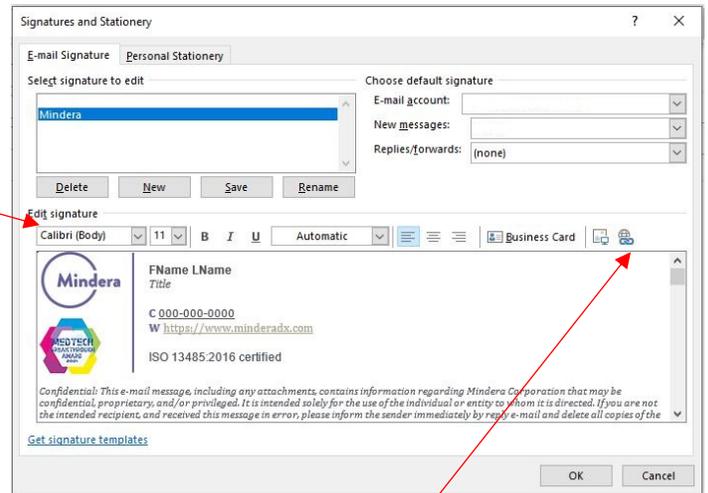
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Inside the Edit Signature box right click and paste the signature. You must be sure to Paste with Formatting in order to keep the Arial font or manually adjust it here.

You can now edit the signature to personalize with your name, title, phone number, and email.

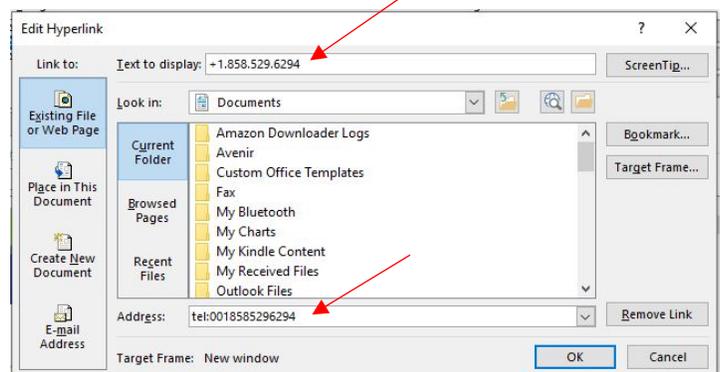
You can highlight and type over the Name and Title text.



\*Since the phone number is hyperlinked for tap to call you **must** edit the hyperlink and not the text directly\*

To edit the hyperlink, highlight the hyperlink you wish to change, i.e. Direct phone number and then left click on the icon for editing the hyperlink – the globe with the chain-link on the far right.

In the pop-up for editing the hyperlink there are two places to change the phone number. At the top of the box you will see the text that is displayed. You must be sure to add the dots between the numbers, so they are displayed in the signature. On the bottom of the box you will see the hyperlink information to edit. Here you will not include any dots or dashes. You must also leave the “tel:001” text. Click OK to finish.



When all edits are complete you will click OK in the bottom right of the Signature Edit box and can start using your new signature.

\*\*Please note that any replies you receive from someone using plain text instead of rich text for their email service will include the logo and colored bar as attachments in the reply.