## Fishtech Email Signature HELP GUIDE

The following document will assist you in creating your new Fishtech signature. When finished, your signature should look like this with your personal information.

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|  | |  |  | | --- | --- | | First Last | | | *Your Title* | | | **Fishtech Group** | | | p: | 855-404-8324  m: xxx-xxx-xxxx | | w: | [www.fishtech.group](http://www.fishtech.group)  e: [first.last@fishtech.group](mailto:first.last@fishtech.group) | | [ttp://cdn2.hubspot.net/hubfs/184235/dev_images/signature_app/facebook_sig.png](https://www.facebook.com/FishtechGroup/)  [ttp://cdn2.hubspot.net/hubfs/184235/dev_images/signature_app/twitter_sig.png](https://www.twitter.com/FishtechGroup/)  [ttp://cdn2.hubspot.net/hubfs/184235/dev_images/signature_app/linkedin_sig.png](https://www.linkedin.com/company/fishtechgroup/)  [ttp://cdn2.hubspot.net/hubfs/184235/dev_images/signature_app/instagram_sig.png](https://www.instagram.com/fishtechgroup/) | | |

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|  | |  |  | | --- | --- | | First Last | | | *Your Title* | | | **Haystax** | | | p: | (571) 297-3767  m: (xxx) xxx-xxxx | | w: | [haystax.com](https://haystax.com)  e firstinitiallastname@haystax.com | |  | | |

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1. **Go** into Outlook (top left of screen when in Outlook) > Preferences > Signatures and **copy/paste** this new signature as your default signature for your Fishtech Account.
2. You only need to change four things: Your name, Your title, your cell phone number, and the front part of your email address (first.last@). To maintain the look of the signature, delete only the last few letters (leave the first letter to maintain style) and after you’ve filled out your name (or email, etc) then delete the incorrect letters at the beginning. The email “link” will automatically update to the correct address.

***Directions for putting your signature in iOS Mobile Outlook***

1. Copy the fully rendered correct “Signature” from above and email yourself a pasted copy of that code.
2. Open the email with the code on your mobile phone, select all, and copy.
3. Tap the Menu (three lines) in the top left-hand corner
4. Tap the Gear icon (Settings) in the bottom left-hand corner
5. Under “Mail” tap “Signature” and paste the entire code. \***Note: The fully rendered signature will not appear in that space, just a ton of code.**
6. Tap the top left arrow to go “Back” and then start a new message. Your Signature should appear correctly!

***Directions for putting your signature in O365 Browser Mailbox***

1. Create your signature in Outlook app first (see steps above)
2. Start a new message that contains only your signature, then select all and “Copy”
3. Open O365 in your Browser (going through Okta if necessary)
4. Click the “Gear” in the top right, and search for “Email Signatures”
5. In the editing box, paste the entire “fully-rendered” signature from Step 2.
6. Check boxes per preference and then click “OK”
7. Start a new message, or select “Insert Signature” and it should appear correctly!

Congratulations! If you have any questions, please email [ryan.couch@fishtech.group](mailto:ryan.couch@fishtech.group) for help!