## How to Generate the Allied Machine & Engineering Corp. Email Signature

- 1. Go to http://www.alliedmachine.com/distributor/salesapp/emailSignatures.aspx
- 2. Pick location you work at from the list

Generate Email Signatures
AMEC Deeds
AMEC 3rd
Allied Europe
Wohlhaupter US
ThreadMills USA
Superion
Wohlhaupter GmbH
Wohlhaupter India

3. If you see a drop down to pick your name, select your name from the drop down box. Verify all the information populated in the form is correct. Add mobile phone and/or Territory Region if applicable.

Generate Email Signatures	
Pick your name	$\checkmark$

4. If you do not see a drop down list, fill in all of the applicable information

First Name:	Last Name:
Title:	
Territory/Region:	
Phone: 330.343.4283	Ext
Fax: 330.602.3400	
Mobile (optional):	
International Mobile (optiona	):
Mail to: @a	liedmachine.com
Generate Signature for En	ail Client Generate for phone/tablet Devices

- 5. Click the button to **"Generate Signature for Email Client"**. This will display the following message: **"An email has been sent to you with a link to download your signature**." You will then receive an email.
- 6. Open Microsoft Outlook.
- 7. Find the new email with the subject "Email Signature" which should have 4 attachments and instructions.
- 8. Highlight the path below from the email, right click on it and click Copy.



9. Click on the arrow button next to the first attachment on this email and pick "Save All Attachments..."



10. Make sure all four files that start with "Default\_" are highlighted and click OK.



11. Click in the address bar after the text at the top of the screen (full path should be highlighted).

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Organize • New folder							0
🐉 Dropbox (Personal) 🗠 OneDrive	^	Name Access	^		1	Date modified 3/14/2017 11:03	^
This PC	~	Bibliography				8/19/2015 9:16 A	v
Folder name:							
			Tools	•	ОК	Cancel	

12. Right click and paste the path you copied in step 1.



#### 13. Press ENTER, then Click OK

Save All Attachments			×
← → → ↑ 📜 « AppData > Roaming >	Microsoft > Signatures	<ul> <li>V Search Signatu</li> </ul>	res p
Organize • New folder			· · ()
💱 Dropbox (Personal)	^ Name	^	Date modified
a OneDrive		No items match your search.	
🕒 This PC			
	~ <		
Folder name: Signatures			
		Tools 🕶 OK	Cancel

14. If asked to replace any of the files, select Yes. This could appear up to 4 times. Select Yes each time.



15. Within any screen in outlook, click on File  $\rightarrow$  Options



16. Click on the Mail tab then click on Signatures

Outlook Options		?	x
General	Change the settings for messages you create and receive.		
Calendar Con	npose messages		
Contacts	Change the editing settings for messages.	Editor Options	E
lasks	Compose messages in this format: HIML		
Notes and Journal	C Always check spelling before sending	Spelling and Autocorrect	
Search	✓ Ignore original message text in reply or forward	gpening and Addeoncean	
Mobile			
Language	Create or modify signatures for messages.	Sig <u>n</u> atures	
Advanced			
Customize Ribbon	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	
Quick Access Toolbar	look panes		
Add-Ins	Customine have been iterated as and where unless the Beedler Breed		
Trust Center	Customize now items are marked as read when using the keading Pane.	Reading Pane	
Mes	ssage arrival		
	When new messages arrive: Vhen new messages arrive: Vhen new messages arrive:		
	Briefly change the mouse pointer		
	Show an envelope icon in the taskbar		
	✓ Display a Desktop Alert	Desktop Alert Settings	
	Enable preview for <u>Rights</u> Protected messages (May impact performance)		
Con	versation Clean Up		
×		/se	-
		OK Cance	el

- 17. Select "Default\_[your username]" from the "New messages" drop down default signatures.
- 18. Select "Default\_reply\_[your username]" from the "Replies/forwards" drop down default signatures.

Signatures and Stationery	? 🔀
E-mail Signature Personal Stationery	
E-mail Signature Personal Stationery Select signature to edit          AMEC_reply_sjohns         AMEC_sjohns         Delete       New         Susan Johns         Mail       9 • B I U         Susan Johns	Choose default signature E-mail account: sjohns@alliedmachine.com  New messages: AMEC_sjohns Replies/forwards: AMEC_reply_sjohns T T T T T T T T T T T T T T T T T T T
Phone: 330.343.4283 Ext. 8347	

- 19. Click "OK" in the signature and options windows and your new message and reply signatures will be saved.
- 20. Do you have corporate email on a mobile device (Phone/iPad)?
  - a) No You are done! Close the webpage and the next email you generate will include your new signature.
  - b) Yes iPhone/iPad follow instructions beginning at step 21 (page 5).
  - c) Yes Android Phone Please follow instructions beginning at step 34 (page 8).

## **IPHONE/IPAD EMAIL SIGNATURE INSTRUCTIONS**

- 21. Return to the webpage where you generated your outlook signature (If you have already closed the webpage repeat steps 1-4). Click on "Generate for Phone/Tablet Devices".
- 22. A validation message will be displayed and an email will be sent to you. You can now close this webpage.
- 23. On your iPhone and/or iPad, go to your corporate email and open the new message (Subject: "Email Signature for your phone") that was sent to you with your signature.
- 24. Press and hold on a word in the signature until you see a display with options to Copy, Select All, Define. Click on Select All which will highlight the entire signature, tap the highlighted area again then click on Copy.



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To: <mark>Su</mark>	san Johns	s >		
<b>Email</b> May 7	Signatu , 201 Co	py De	fine	
Susan	Johns	·		
& ENGI Phone:	MACHINE NEERING CO	ORP 3 Ext. 8347		
r none.	550.545.420			

- 25. Click the home button to exit your email.
- 26. Go to Settings Icon



#### 27. Select Mail.

	•••oo V	'erizon LTE	10:18 AM Settings	<b>1 0</b> ∦ 93% <b>■</b> )
$\longrightarrow$		Mail		>
	1	Contacts		>
		Calendar		>
		Notes		>

### 28. Scroll down and select Signature.

••••• Verizon LTE 10:18 AM	<b>1 0</b> ∦ 93% <b>■</b> •				
Settings Mail					
THREADING					
Organize by Thread					
Most Recent Message on Top	$\bigcirc$				
Complete Threads					
Show all the messages in a thread, even if some have been moved to other mailboxes. Moved messages will remain in the mailboxes you moved them to.					
COMPOSING					
Always Bcc Myself	$\bigcirc$				
Mark Addresses	Off >				
Increase Quote Level	On >				
Signature	2 >				
Default Account	Gmail >				
Messages created outside of Mail will be account by default.	sent from this				

 $\longrightarrow$ 

29. Verify that "Per Account" option is selected. Then scroll down to "Exchange".

·	••∘∘∘ Verizon 奈 ✔ Mail	4:03 PM Signature	ë 86% <b>■</b> )•
	All Accounts		
$\longrightarrow$	Per Account		~
	GMAIL		
	Sent from my	/ iPhone	
	ICLOUD		
	Sent from my	/ iPhone	
$\longrightarrow$	EXCHANGE		

30. If you already have a signature under the word "EXCHANGE", press and hold in the box until you see "Select All". Then click the backspace button to clear the signature.

••••• Verizon 🗢 3:30 PM 🛛 🖗 👘 🕪
Mail Signature
ICLOUD
Sent from my iPhone
Cut Copy Paste BIU Define
Susan Johns ALLIED MACHINE & ENGINEERING CORP Phone: <u>330.343.4283 Ext. 8347</u>
QWERTYUIOP
ASDFGHJKL
▲ Z X C V B N M
123 🌐 🖞 space return

31. Press and hold in the box under the word "EXCHANGE" until you see a display with "Paste".



- 32. Select Paste.
- 33. Click the home button and your signature will then be saved. You are finished!

# ANDROID DEVICES

- 34. Return to the webpage where you generated your outlook signature (If you have already closed the webpage repeat steps 1-4). Click on "Generate for Phone/Tablet Devices".
- 35. A validation message will be displayed and an email will be sent to you. You can now close this webpage.
- 36. On your phone, go to your corporate email and open the new message (Subject: "Email Signature for your phone") that was sent to you with your signature. Press and hold on any word in the signature until you see a display with options to Select All, Copy, etc... Select "Select All" then "Copy".
- 37. Depending on the type of Android phone you have, instructions may vary. You may need to look up instructions on how to change you email signature based on your phone.
- 38. Once you have found the signature section, Press and hold in the signature section and select "Paste".



#### 1. From the home screen, tap Apps.

- 2. Tap Email.
- 3. Press the Menu key.
- 4. Tap Settings.
- 5. Tap the desired email account.
- 6. Scroll to, then tap Signature.
- 7. Make the desired change.
- 8. Tap Done.