

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
- Superior
- 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

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

Enter the following information to generate your signature:

First Name: Last Name:

Title:

Territory/Region:

Phone: Ext:

Fax:

Mobile (optional):

International Mobile (optional):

Mail to: @alliedmachine.com

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.

Default_reply_sjohns.txt 395 bytes

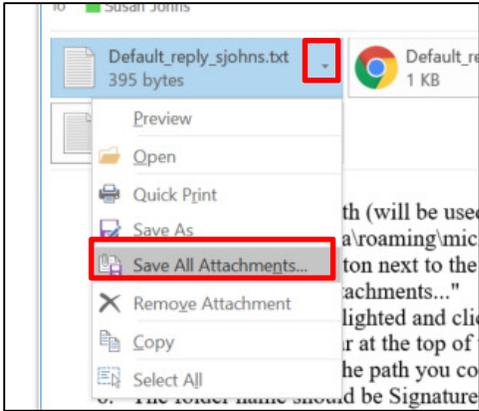
Default_reply_sjohns.htm 1 KB

Default_sjohns.htm 5 KB

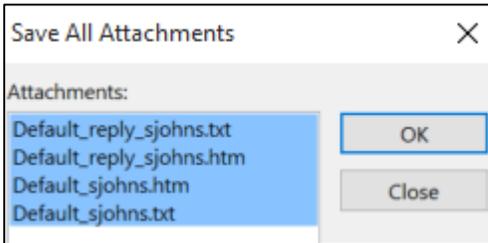
Default_sjohns.txt 373 bytes

1. Copy the following path (will be used in step 4)
%userprofile%\appdata\roaming\microsoft\signatures
2. Click on the arrow button next to the attachment on this email and pick "Save All Attachments..."
3. Make sure all are highlighted and click OK.
4. Click in the address bar at the top of the screen (full path should be highlighted).
5. Right click and paste the path you copied in step 1.
6. The folder name should be Signatures. Press enter.
7. Click OK. (If asked to replace, select Yes.)
8. Go to File --> Options --> Mail --> Signatures.
9. In the upper right hand corner pick for New Messages select "Default_[your name]".
10. For Replies/Forwards, select "Default_reply_[your name]".
11. Click "OK".
12. You can now try to create a new email or reply to an email and it will include your new signature.

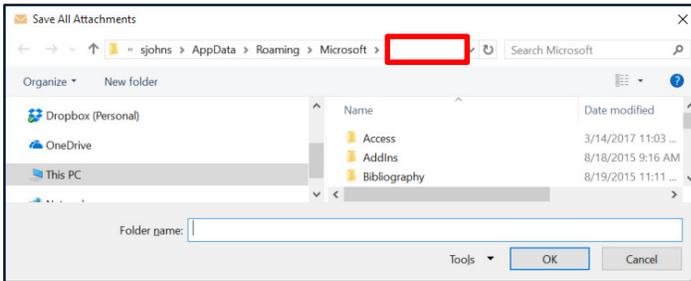
9. Click on the arrow button next to the first attachment on this email and pick "Save All Attachments..."



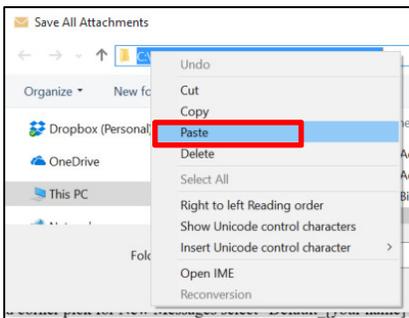
10. Make sure all four files that start with "Default_" are highlighted and click OK.



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



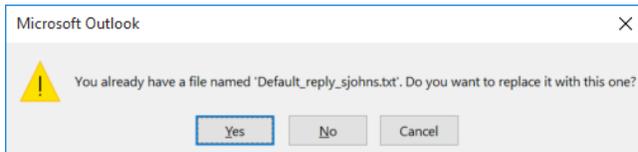
12. Right click and paste the path you copied in step 1.



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

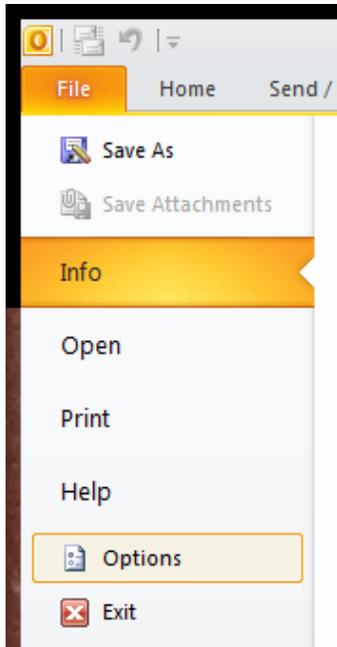


14. If asked to replace any of the files, select **Yes**. This could appear up to 4 times. Select **Yes** each time.

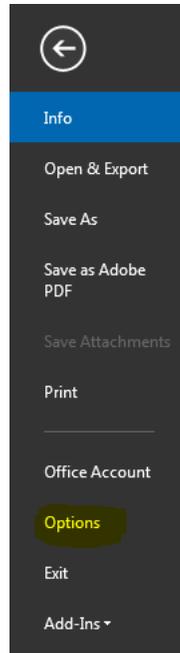


15. Within any screen in outlook, click on **File** → **Options**

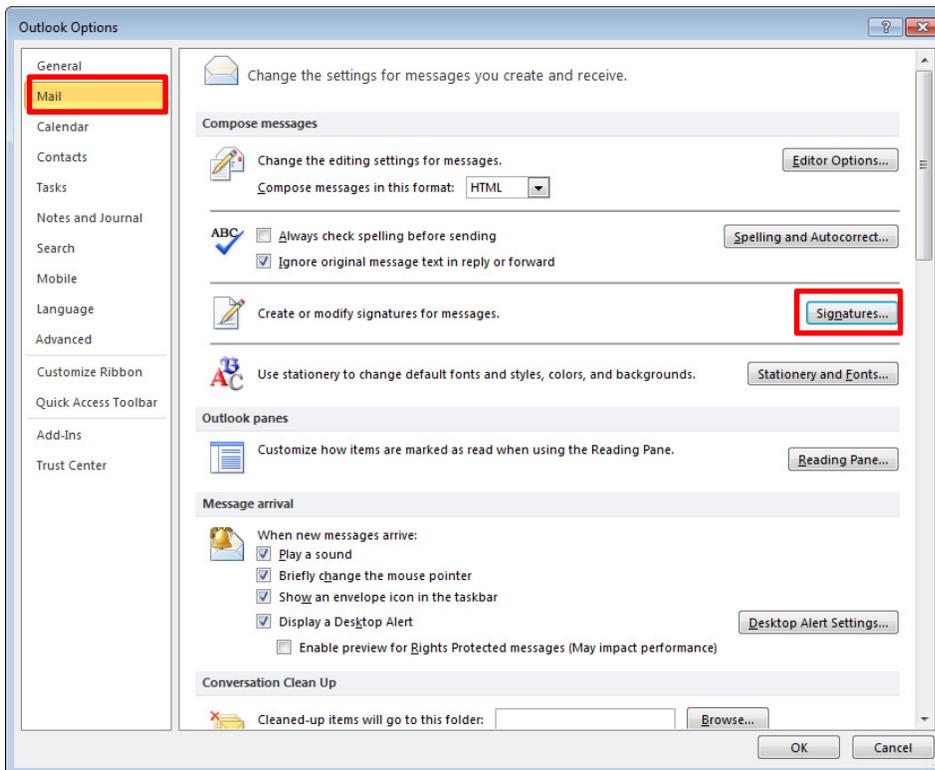
In Office 2010



In Office 2013

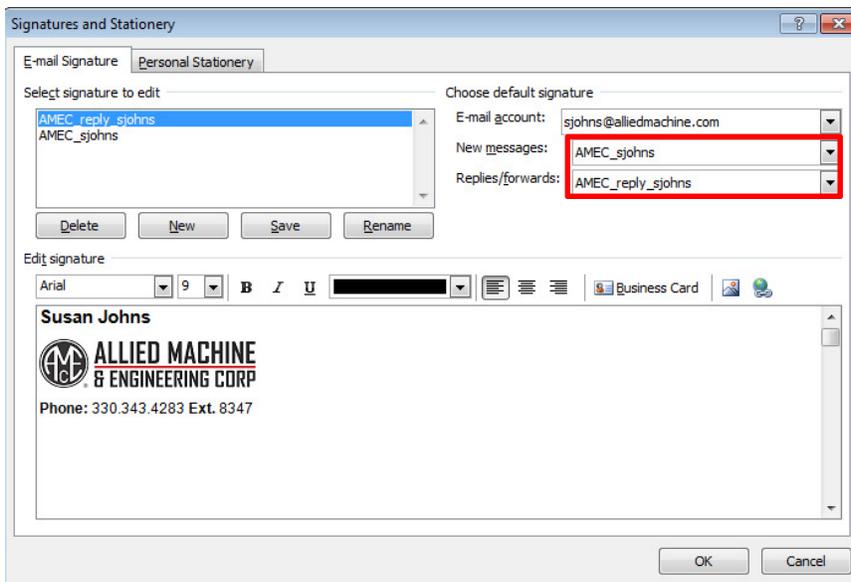


16. Click on the Mail tab then click on Signatures



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.



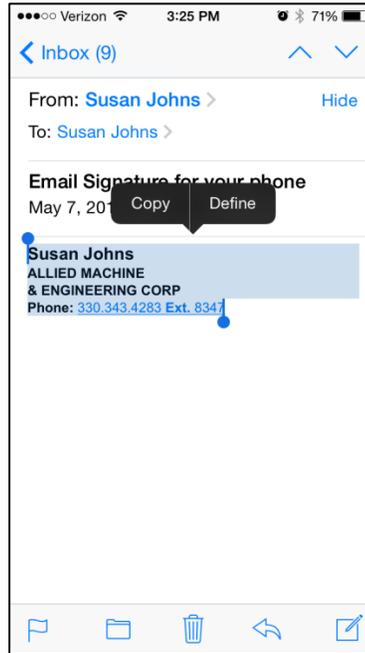
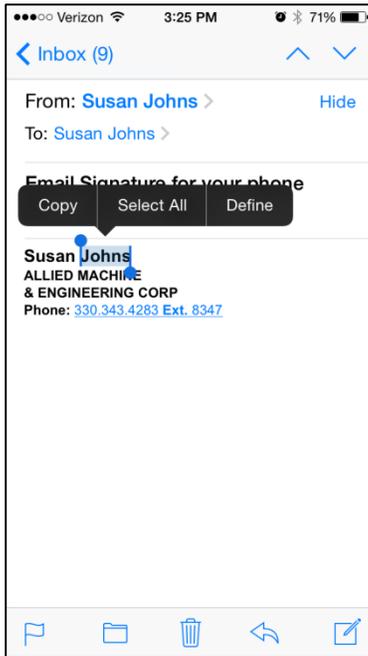
19. Click “OK” in the signature and options windows and your new message and reply signatures will be saved.

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

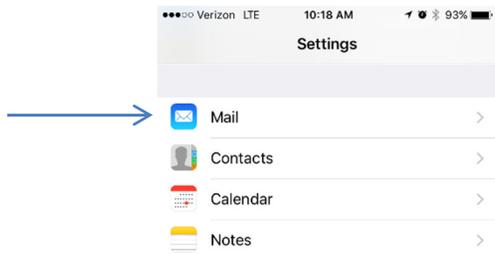
21. Return to the webpage where you generated your outlook signature (If you have already closed the webpage repeat steps 1-4). Click on "Generate for Phone/Tablet Devices".
22. A validation message will be displayed and an email will be sent to you. You can now close this webpage.
23. On your iPhone 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.



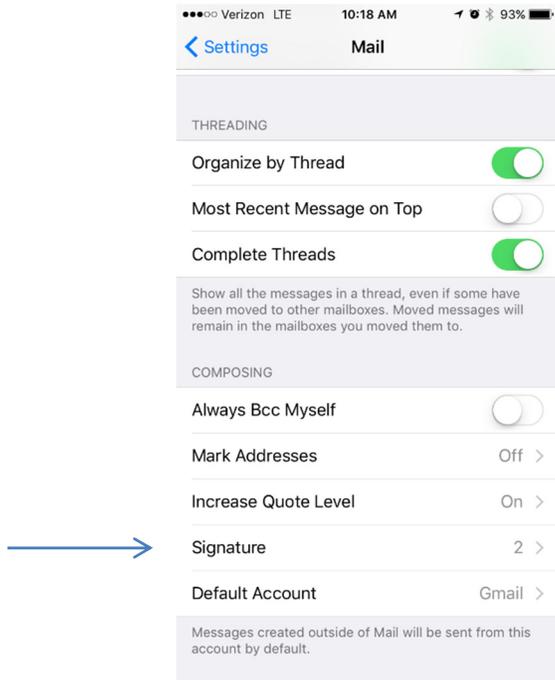
25. Click the home button to exit your email.
26. Go to Settings Icon



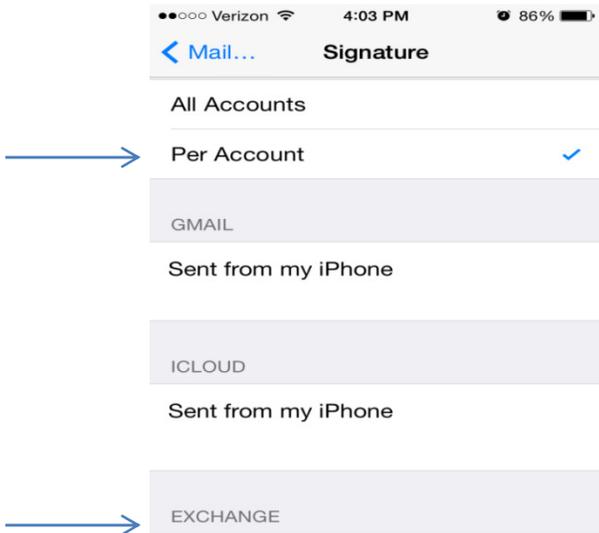
27. Select Mail.



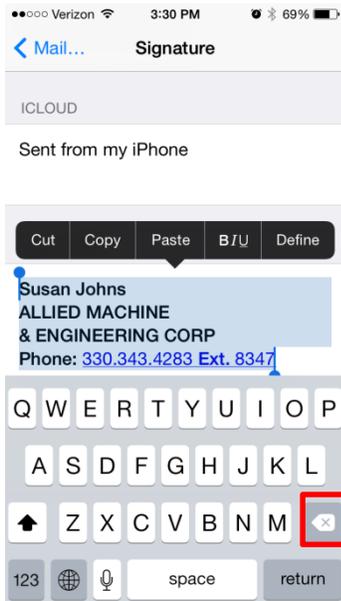
28. Scroll down and select Signature.



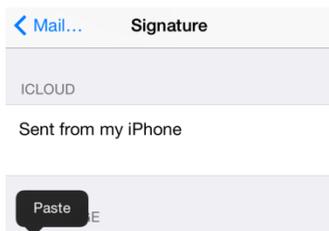
29. Verify that “Per Account” option is selected. Then scroll down to “Exchange”.



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.



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**.