



# Outlook Signature Generator (OSG) Guide - How to use your pre-built Outlook Signature

## Contents

Introduction .....	2
General Requirements.....	3
Assumptions .....	3
Creating or using your existing Outlook Signature.....	4
End of Guide .....	7

## Introduction

This guide will step you through the basics of creating an Outlook Signature within Outlook and then modifying it to replace the Default Signature Template included in OSG.

## General Requirements

### Assumptions

- You have already gone through and completed the guide titled 'Getting Started'. This guide is available on the DataCommand/OSG website.

-It is assumed you have a basic understanding of HTML code. This guide does not attempt to teach this.

## Creating or using your existing Outlook Signature.

If you have already created your signature in Outlook please skip to step 2.

1. Follow this guide to create a new signature: <https://support.office.com/en-us/article/Create-and-add-an-email-message-signature-Outlook-2010-95cce669-d370-43fe-afbe-4e79361dfc12>
2. Once you have your signature created and working as required you must rename the signature. To do so follow the below:
  - a. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
  - b. Select your signature and then click the 'Rename' button. Rename the signature to 'GeneratedSignature'.
3. Once the signature is renamed you must modify the template to include the find fields (as listed below). Follow the below steps to complete this step:
  - a. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
  - b. Select your signature and then use the 'Edit Signature' sections to replace any details with the below relevant data fields.
 

**Note:** You should keep the current formatting of the text already in the signature.

**Note:** You should replace in HYPERLINKS in the signature as appropriate with [[:WEBDOMAIN:]] (eg: http://[[:WEBDOMAIN:]]/)

<b>[ :FIRSTNAME: ]</b>	First name of email user.
<b>[ :LASTNAME: ]</b>	Last name of email user.
<b>[ :TITLE: ]</b>	Title of the email user.
<b>[ :LOCATION: ]</b>	Location Name. This can be either a name (such as head office) or business name.
<b>[ :EMAILADDRESS: ]</b>	The email address of the email user.
<b>[ :PHONENUMBERS: ]</b>	The phone numbers of the email user.
<b>[ :WEBDOMAIN: ]</b>	The company/individuals Website URL.
<b>[ :APPPATH: ]</b>	The path to the OSB Application. This field is required for any images placed in the LOGO directory. It has 2 functions. Locating the OSG and the final signature directory.
<b>[ :LOCATIONADDRESS: ]</b>	The postal address of the email user.

- c. Once complete the signature should look something similar to the below in changes:  
**Note:** the below example only shows the TXT format signature. Your's should be in HTML format as is native with Outlook.  
**Note:** Other signatures formats (RTF and TXT) are automatically changed and updated in Outlook.

Before	After
John Smith Team Member Head Office www.mydomain.com D +61 (0)4 0285 4448 john@au.mydomain.com	[ :FIRSTNAME: ] [ :LASTNAME: ] [ :TITLE: ] [ :LOCATION: ] [ :LOCATIONADDRESS: ] [ :PHONENUMBERS: ] [ :EMAILADDRESS: ]
Please consider the environment before printing this document.	Please consider the environment before printing this document.

4. Close Outlook.
5. Open your start menu.
6. In the search box, type '%appdata%' without the apostrophe's and hit enter on your keyboard. A file explorer window should show.
7. In the file explorer window, navigate to Microsoft\Signatures.
8. Select your Signature files and folders. They should be as per the below:

GeneratedSignature.htm  
 GeneratedSignature.rtf  
 GeneratedSignature.txt  
 GeneratedSignature\_files

9. Move the files to C:\OSG\ replacing any files in the process.
10. Move the below files from C:\OSG\ to C:\OSG\Templates

GeneratedSignature.htm  
 GeneratedSignature.rtf  
 GeneratedSignature.txt

11. Navigate to C:\OSG\Templates.
12. Edit the file GeneratedSignature.htm in notepad.
13. Search for the below text in the file:

GeneratedSignature\_files

14. Replace any occurrences of this text with the below:

[:APPPATH:]/GeneratedSignature\_files

15. Save and exit notepad.

## End of Guide

Your new signature template should now be working in OSG.