

Installing your GO2 Email Signature

1) Select the appropriate template below and open the link in your browser.

GO2 Partners:

http://www.go2advertising.com/weblast/PMG/PMG_10586-25/go2-partners.html

GO2 Print Solutions:

http://www.go2advertising.com/weblast/PMG/PMG_10586-25/go2-print.html

GO2 Advertising:

http://www.go2advertising.com/weblast/PMG/PMG_10586-25/go2-advertising.html

GO2 Supply Chain Solutions:

http://www.go2advertising.com/weblast/PMG/PMG_10586-25/go2-supplychain.html

GO2 Lab Media:

http://www.go2advertising.com/weblast/PMG/PMG_10586-25/go2-lab.html

2) Once on the page, hold down “Control” (or “Command” on Mac) and click “a”. This will select all of the text in the signature. Next hold “Control” (or “Command” on Mac) and click “c”. This will copy the signature.

3) Now open up Outlook and start a new message. In the new message window, click on “Signature” and then “Signatures”. PLEASE NOTE: Your signatures might be stored in a different section depending on your version of Outlook. For example, if on a Mac, you would access your signatures by clicking “Outlook” in the navigation. If you need assistance with this, please contact the IT Department.

4) Within Email Signatures, add a new signature. Clear out any existing content in the message field and right click and select “paste”. You should now see the new email signature inside the field.

5) Replace the existing fields with your personal information.

IMPORTANT: DO NOT delete entire lines out, this will remove the formatting. Instead, type your info at the end of the line and delete out the old content afterwards. (see example 1)

example 1



Please check to see if your email signature font is "Arial." Outlook will in some cases overwrite the font. To ensure your font is "Arial." highlight all of the text from the name down to the website and then choose "Arial" as the font.

6) Once you have completed the customization, save your signature and select it as the "default signature".

7) Exit out of preferences and test the new signature by creating a new message. If the signature does not appear at the bottom of the message, you will need to review your steps or contact our IT Department for assistance.

IMPORTANT: After completing the email signature, create a new message and check the email address on your signature by clicking on the link. When the new email message opens, make sure that your email address shows and not the default "james@GO2... ." If it does still point to the default, please contact IT for assistance.