How to add an E-mail Signature Banner
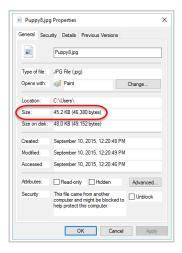
To add a **signature with banner** please use the following steps:

Note: The size of the banner cannot be bigger than 100 KB (kilobytes). The image of the banner can only be in a GIF, JPG or PNG format. Make sure the name of the file is not longer than 25 characters (ex: *My company logo-small.jpg*)
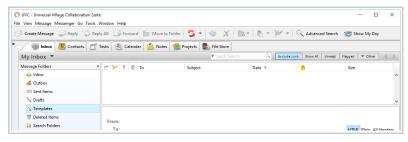
1. Make sure that your email signature banner respects the UVC size limit.
   You can do so by right clicking on your image and selecting **Properties**.
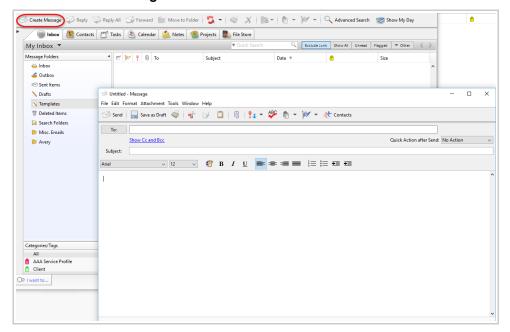

2. The example below shows you that this particular JPG image respects the UVC size limit for the e-mail banner.

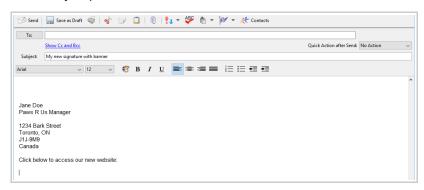2. Once you have confirmed the size of the image banner click on **Template** folder in your Inbox.

3. Click the **Create Message** button.

4. In this new email message box you will create your new e-mail signature with banner.
First add a **Subject** which will be the description for your new signature.
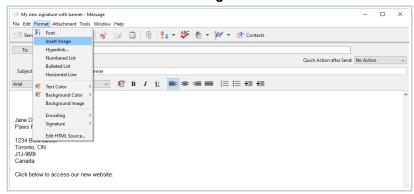

5. If you want to add text before you apply your banner you can do so now. You can also add text after your banner if you prefer.
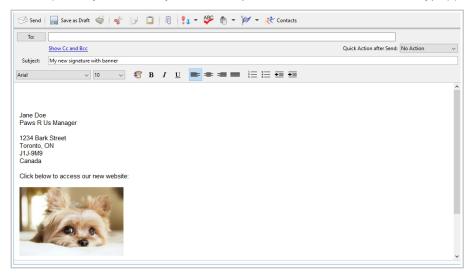

6. Your next step is to add your banner to your new signature.
Place your cursor where you want to insert your banner.

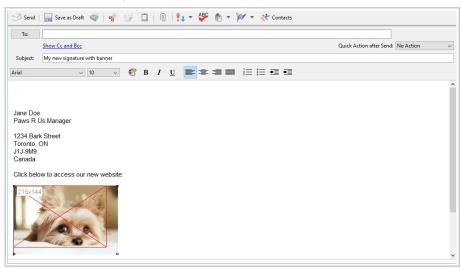Then click on **Format -> Insert Image**.

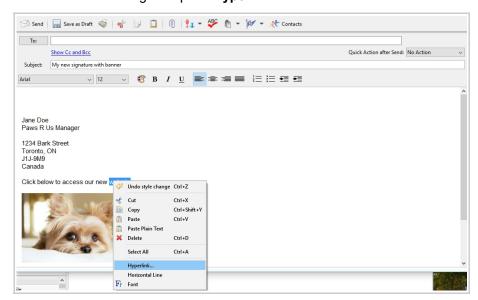7. Browse and select the image you previewed in step#1.
Once opened you will see your banner (in JPG, GIF or PNG format only) appear on your template.

8. If needed you can re-size the image by clicking on it and clicking and dragging one of the corners to a more desirable size position.

9. You can also add a "hyperlink" to a word or sentence on your signature by selecting the word or sentence and selecting the option **Hyperlink ...**
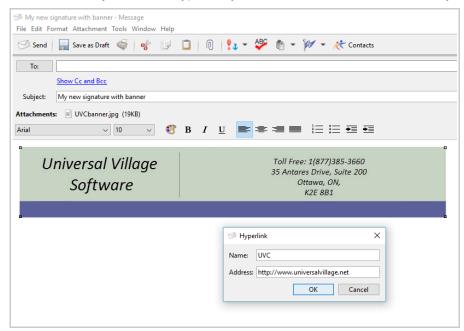
10. Add a **Name** and add the URL of the internet website under the Address field.
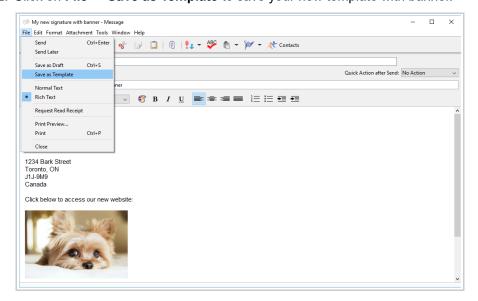

11. The same option is available for images that you add on your signature.
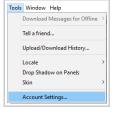Any image can by "hyperlinked" to a URL.
Simply **select the image** and **right click on it** and then add the **Name** and **Address** of the URL. This can be useful if you want to hyperlink your Facebook or Twitter account to your signature.
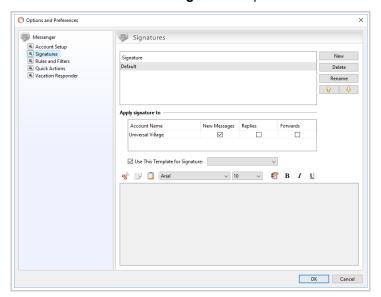

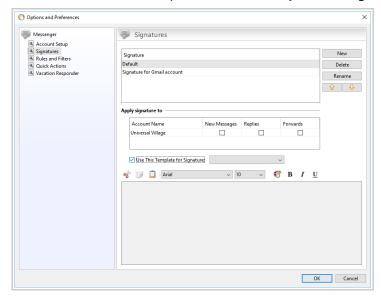12. Click on **File** -> **Save as Template** to save your new template with banner.

12. To apply your new template with banner to your email account you go to **Tools** -> **Account Settings**.

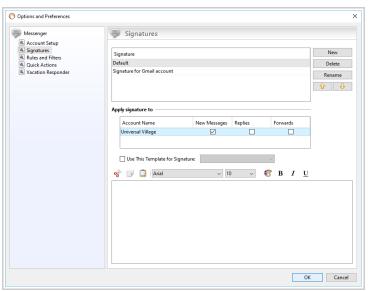13. On the left side click on the **Signatures** option.

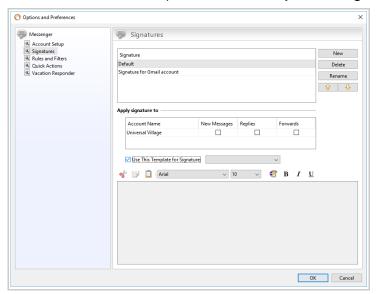14. Add a check mark on the option **Use This Template for Signature**.

15. Under the **Apply signature to** section select which e-mail account will use the signature with banner. Select if it will be applied for **New messages** and/or **Replies** and/or **Forwards**.
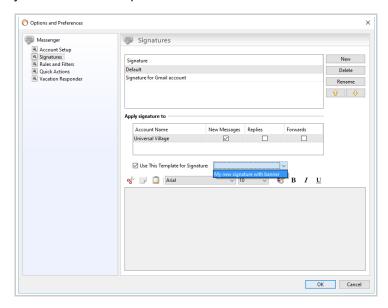
Note: We recommend that you **do not** Forward or Reply your emails with your signature banner. The size of the email will increase significantly and this might cause issues if the recipient has a size limit setup by the email provider in their inbox. Signature banners should ideally be added for **New Messages** only.

16. Add a check mark on the option **Use This Template for Signature**.

17. Use the drop down menu to select the template with banner that will be applied to the e-mail account you selected ins step# 15.

18. Once done click on the **OK** button to save your e-mail signature settings.

When you create a new message or reply or forward an e-mail you will see your banner with signature applied to that e-mail.