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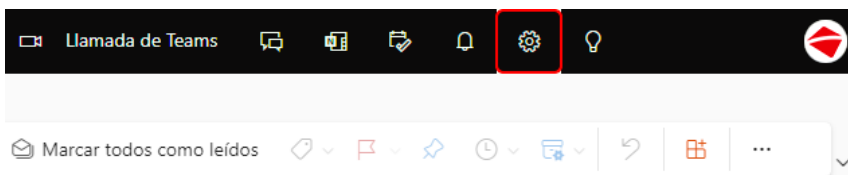
1. Signatures Manual 2023 – Microsoft Outlook

This is the manual that will help you set up your Outlook signature and automate it to automatically update to the latest version. To do this, read the manual with the detailed instructions below and follow all the steps to successfully complete your signature.

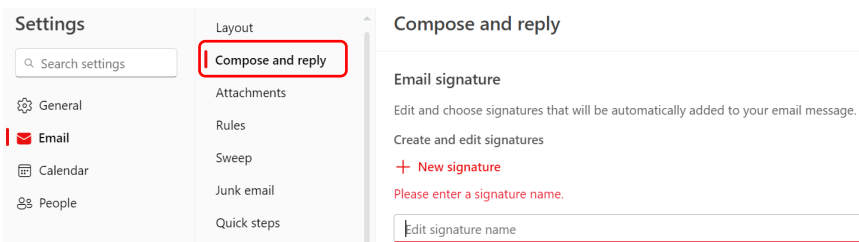
1.1. Full signature with or without photo

1.1.1. Configure the signature via Outlook Web.

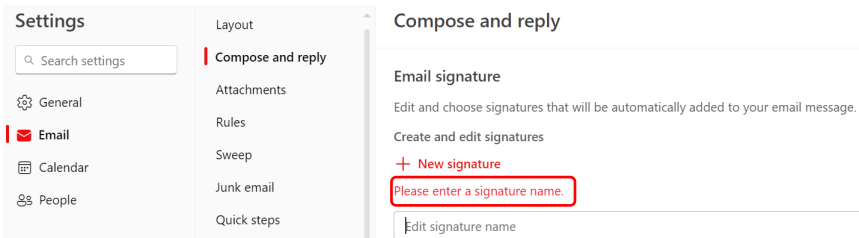
- It is **important** that you do this via **Outlook Web** to ensure that it is always up to date with the latest changes. Access the web form [here](#).
- Go to **"Settings"** in the top right corner of Outlook Web:



- In the **"Settings"** tab, click on **"Email"** > **"Compose and reply"**:

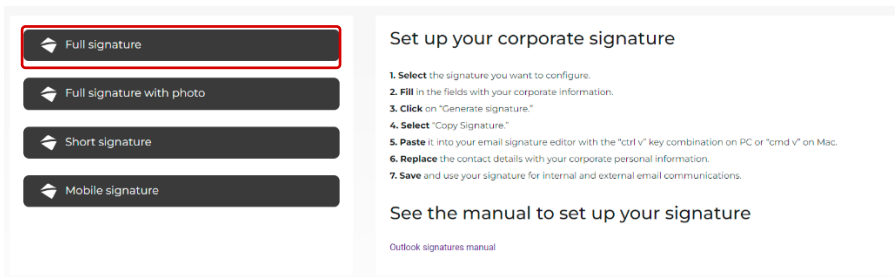


- Create and name a **"new signature"**:

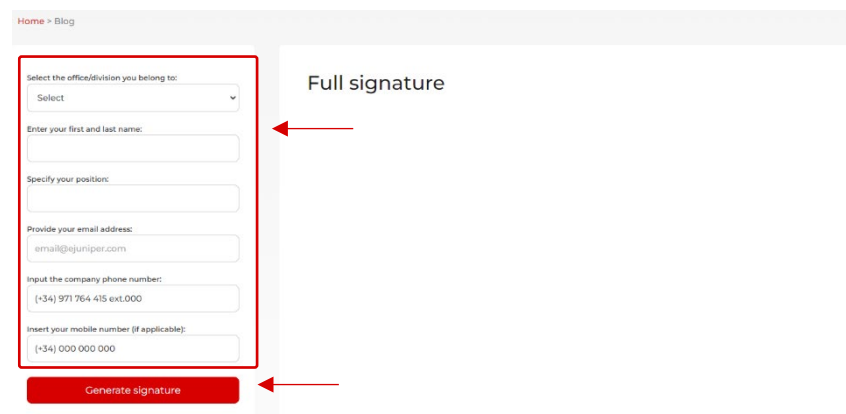


1.1.2. Full Signature.

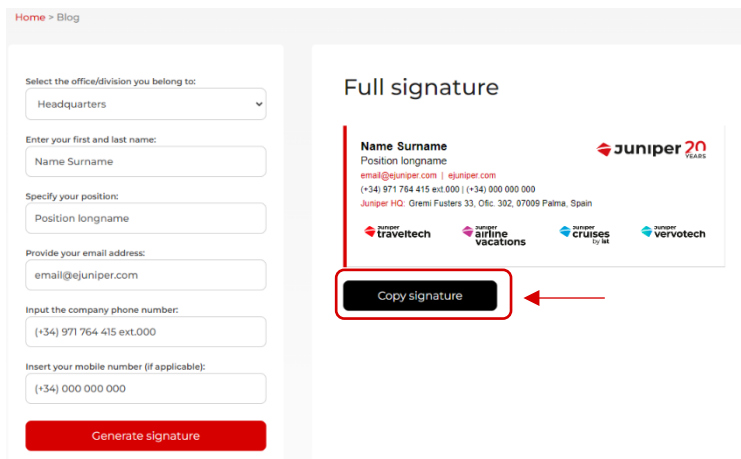
- Open <https://firma.ejuniper.com/> and click on the model “Full Signature”.



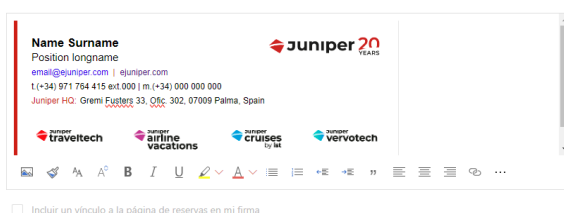
- Fill in the fields with your details and click on “Generate signature”.



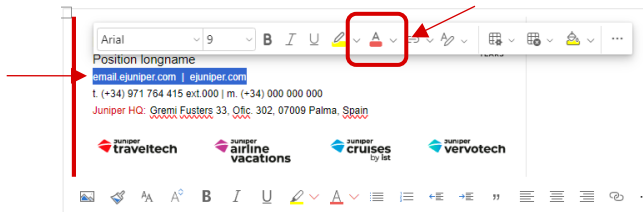
- Check your details and make sure they are correct. Click on "Copy signature" to copy the signature to your clipboard:



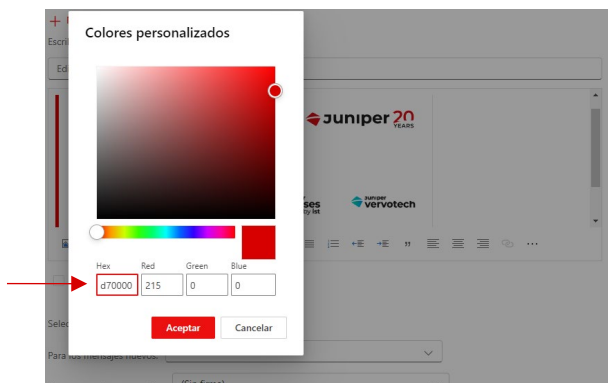
- Paste it into the Outlook Web editor with the key combination «ctrl v» on PC or «cmd v» on Mac.
 - **Important:** the signature must be configured in Outlook Web to ensure that it is always up to date with the latest changes that are automatically updated).



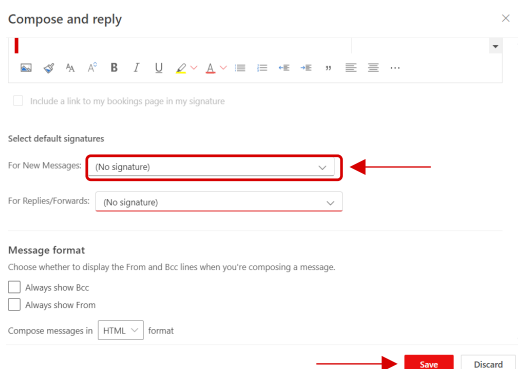
- **Add the corporate colour to your e-mail and to the corporate website**
 - Select the e-mail and the link to Juniper's corporate website



- Apply the colour based on the division you belong to
 - Juniper TravelTech: HEX: #D70000
 - Juniper Cangoroo: HEX: #00836F
 - Juniper Cruises by IST: HEX: #0091D8
 - Juniper Airline Vacations: HEX: #9226

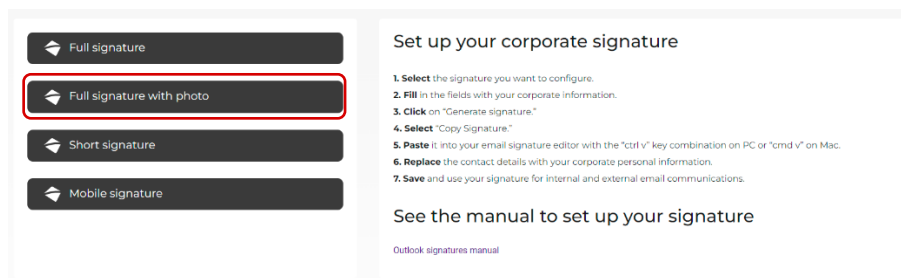


- Select your signature in the "for new messages" section under "default signatures" and save for internal and external email exchanges.



1.1.3. Full Signature with photo

- To generate your signature with photo, you will need to access the [Juniper signature directory](#) again and select the "Full signature with photo" module.

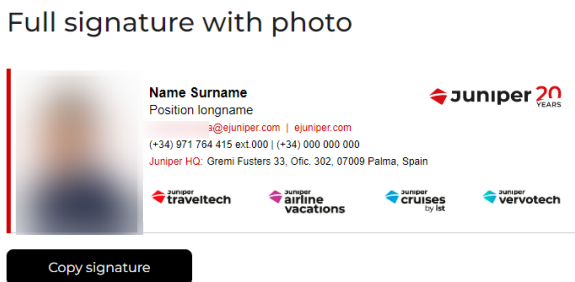


- Fill in the fields with your details and click on "Generate signature":

- It is **important** to bear in mind that if you wish to include a photograph in your signature, you must have previously requested it from people@ejuniper.com so that they can arrange for your photograph to be taken. Then, the design team will upload it to the server so that you can generate your signature with the photo.
- For this reason, if you have not requested the photo, you will get this message:

The photo corresponding to the email provided could not be found.

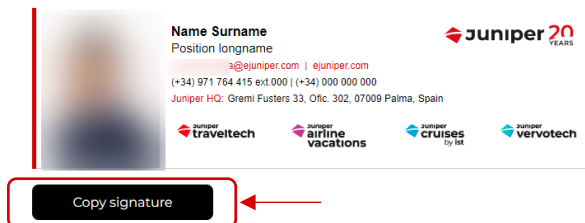
- When you click on the "Generate signature" button, the signature with your photo will appear **automatically**:



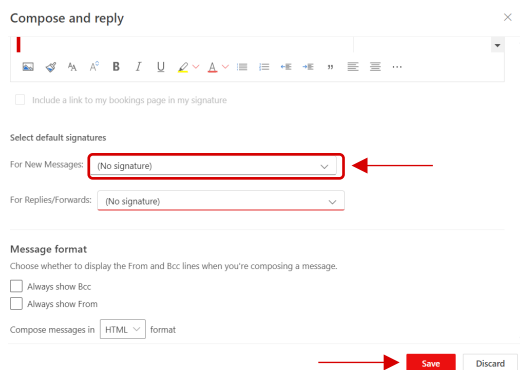
- If the photo is not to your liking, please contact people@ejuniper.com to update the photo.

- Check your details and make sure they are correct. Click on **"Copy signature"** to copy the signature to your clipboard:

Full signature with photo



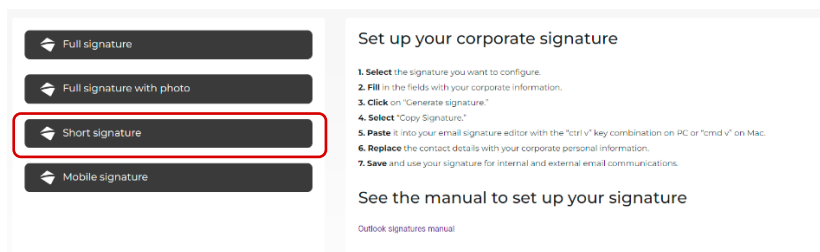
- **Paste it into the Outlook Web editor** with the key combination «ctrl v» on PC or «cmd v» on Mac.
- Select your signature in the **"for new messages"** section under **"default signatures"** and save for internal and external email exchanges.



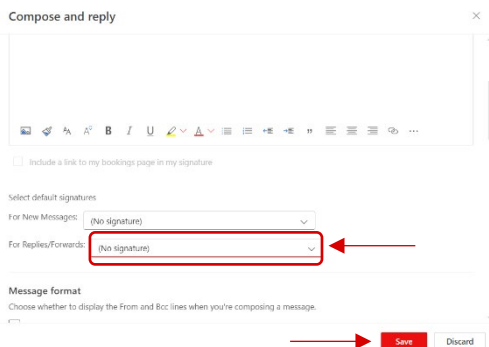
1.2. Short signature for replies and forwarding

1.2.1. Generate your second signature in Outlook Web.

- Follow the steps explained in the [first point](#) to create your second signature. Once you have created a second signature, go back to the [Juniper signature directory](#) and click on the **"Short signature"** model:



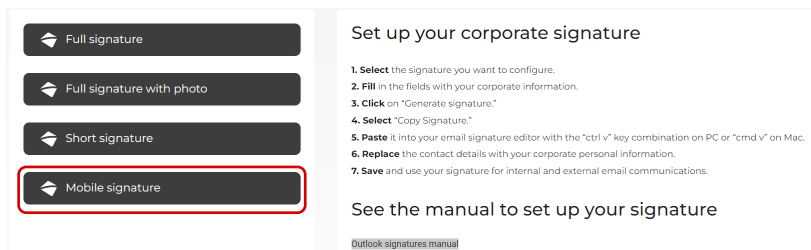
- Once you have filled in all the data, generate the new signature and copy it, **paste it** into the **Outlook Web editor** and save the signature by selecting the **"for Replies /Forwards"** checkbox:



1.3. Mobile signature

1.3.1. Set up your signature for mobile phone.

- Open the [Juniper signature directory](#) from your **mobile device**. Select the **"Mobile signature"** model:



- Fill in the fields, generate the signature and copy it to the **clipboard** as with the other signatures we have configured above:

Select the office/division you belong to:
Select

Enter your first and last name:
[Text Field]

Specify your position:
[Text Field]

Provide your email address:
email@ejuniper.com

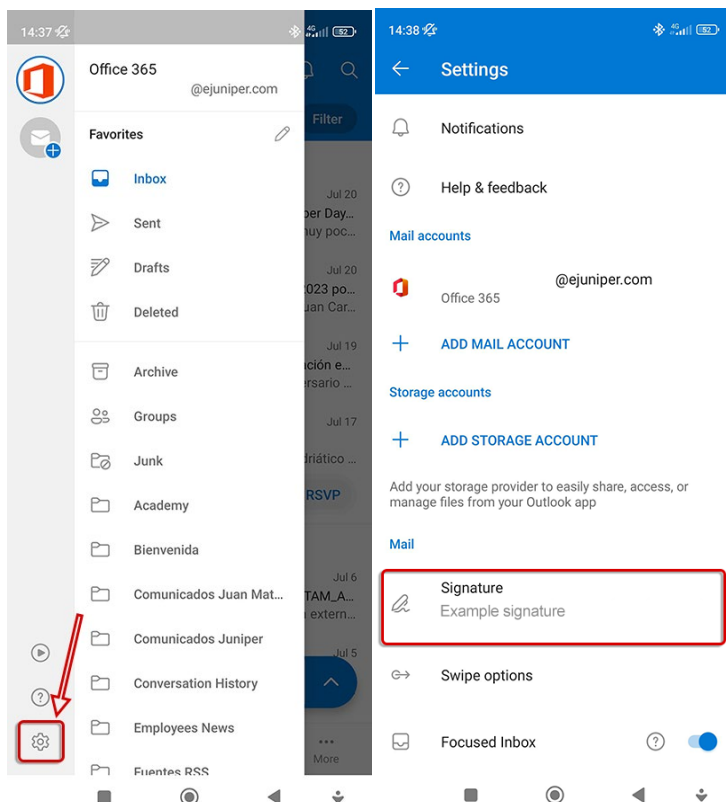
Input the company phone number:
(+34) 971 764 415 ext.000

Insert your mobile number (if applicable):
(+34) 000 000 000

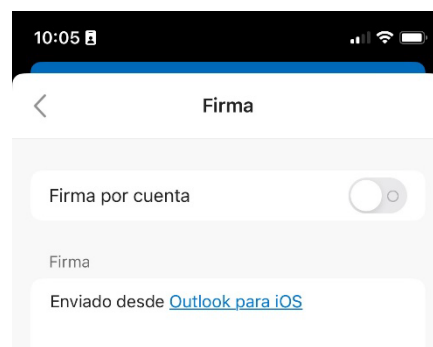
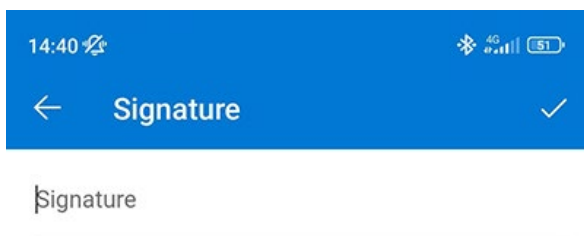
Generate signature

Mobile signature

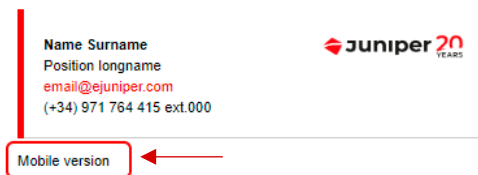
- Log in to **Office 365 for mobile** and go to **Settings > Signature**:



- Remove the default text: **"Sent from Outlook for Android"** or **"Sent from Outlook for iOS"**



- Paste the signature in **Outlook mobile**.
 - It is recommended to keep the **"Mobile version"** text to let the recipient know that the signature is adapted to mobile phones.



- **Save** and use your signature to exchange internal and external e-mails.

