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1. Email Signature Guide 2026 – Microsoft Outlook

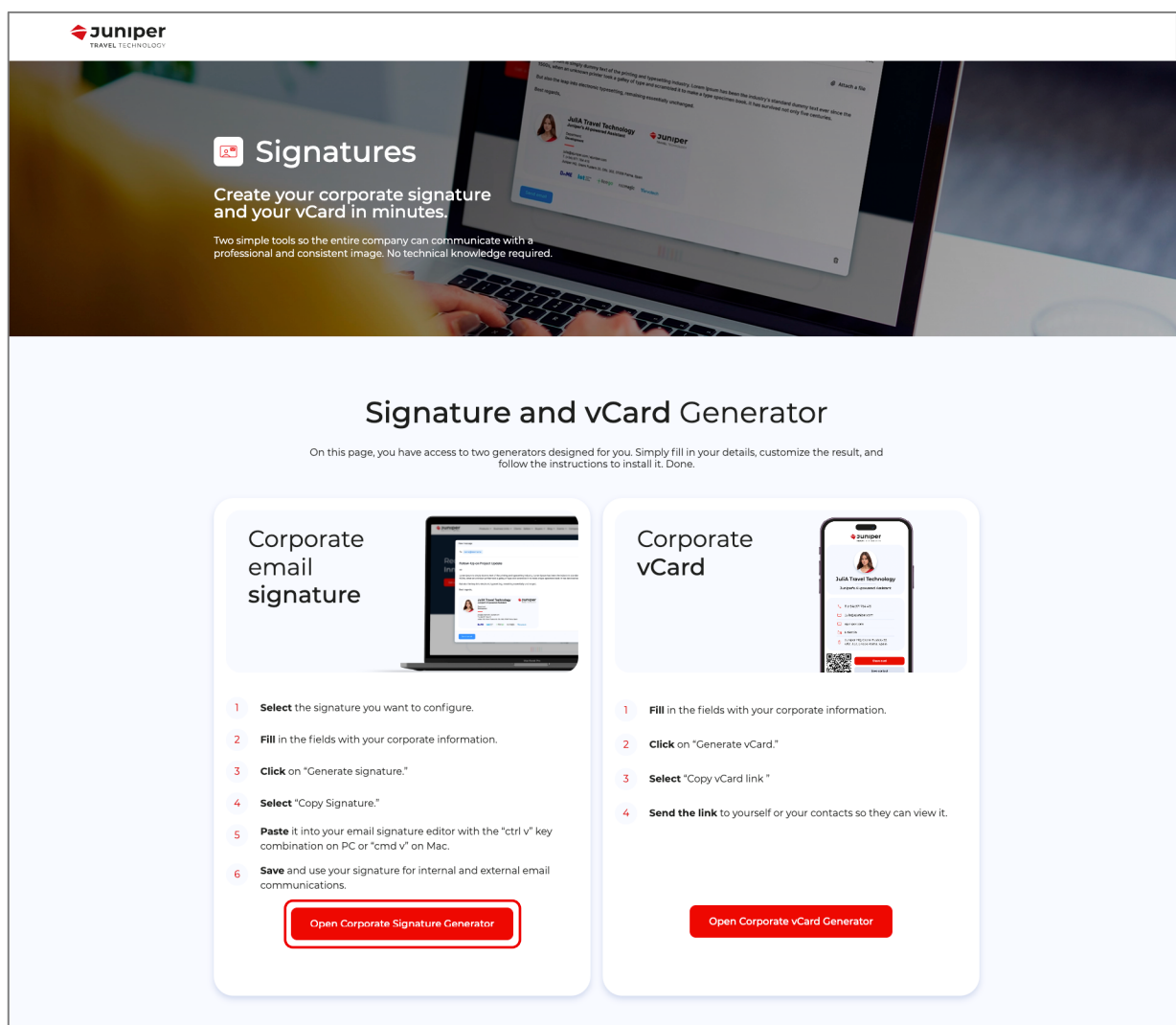
Este This guide will help you configure your Outlook signature and automate it so that it is always updated to the latest version.

Read the detailed instructions below and follow all the steps to configure your signature correctly.

1.1. Full signature with or without a photo

1.1.1. Generate the signature.

- Open <https://firma.ejuniper.com/> and select **Open Corporate Signature Generator**.



The screenshot shows the Juniper Corporate Signature and vCard Generator website. At the top, there's a header with the Juniper logo and a navigation bar. Below the header, there's a large banner with the text "Signatures" and "Create your corporate signature and your vCard in minutes." Below the banner, there's a section titled "Signature and vCard Generator" with a sub-header "On this page, you have access to two generators designed for you. Simply fill in your details, customize the result, and follow the instructions to install it. Done." Below this, there are two main sections: "Corporate email signature" and "Corporate vCard". Each section has a list of steps and a button to "Open Corporate Signature Generator" or "Open Corporate vCard Generator".

Signatures
Create your corporate signature and your vCard in minutes.
Two simple tools so the entire company can communicate with a professional and consistent image. No technical knowledge required.

Signature and vCard Generator

On this page, you have access to two generators designed for you. Simply fill in your details, customize the result, and follow the instructions to install it. Done.

Corporate email signature

- 1 Select the signature you want to configure.
- 2 Fill in the fields with your corporate information.
- 3 Click on "Generate signature."
- 4 Select "Copy Signature."
- 5 Paste it into your email signature editor with the "ctrl v" key combination on PC or "cmd v" on Mac.
- 6 Save and use your signature for internal and external email communications.

Open Corporate Signature Generator

Corporate vCard

- 1 Fill in the fields with your corporate information.
- 2 Click on "Generate vCard."
- 3 Select "Copy vCard link"
- 4 Send the link to yourself or your contacts so they can view it.

Open Corporate vCard Generator

- **Complete** the fields with your information. Make sure **you select the type of signature** you want to create, click **Generate signature**, and then click **Copy signature** below the version you want to use if you generated all versions at the same time.

[illegible]

- If you need to display your department or area email address in your signature, for example, **salesconsultants@ejuniper.com**, select the checkbox shown in the image.

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Home > Corporate Signature Generator

Corporate Signature Generator

Generate Recover

Select signature type:
All (generate all)

Select your company:
Juniper Headquarters

Enter your first and last name:
Name Surname

Specify your position:
Position

Department:
Marketing

Area:
Marketing

Provide your email address:
tecila@ejuniper.com

☒ I want to use my department/area email address

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

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

Generate signature

Full signature with photo

Name Surname
Position
Department: Marketing - Marketing
marketing@ejuniper.com | ejuniper.com
T. (+34) 971 764 415
Juniper HQ, Gremi Fusters 33, Ofc. 302, 07009 Palma, Spain

Full signature without photo

Name Surname
Position
Department: Marketing - Marketing
marketing@ejuniper.com | ejuniper.com
T. (+34) 971 764 415
Juniper HQ, Gremi Fusters 33, Ofc. 302, 07009 Palma, Spain

1.1.2. Configure the signature in Outlook Web.

- It is important to configure the signature through **Outlook Web** to ensure that it is always updated with the latest changes. Access the web version [here](#).
- Go to **Settings** in the top-right corner of Outlook Web:



- Go to **Account > Signatures** and click **Add signature** to open the editor..

Configuración

Buscar configuraciones

Cuenta

Cuenta de correo electrónico

Compartido conmigo

Respuestas automáticas

Firmas

Categorías

Almacenamiento

Firmas

Puede agregar y modificar firmas que se puedan agregar a sus correos electrónicos. También puede elegir qué firma agregar de forma predeterminada a sus nuevos correos electrónicos y respuestas.

Valor predeterminado para mensajes nuevos

Aún no hay ninguna firma

Valor predeterminado para las respuestas y el reenvío

Aún no hay ninguna firma

Aún no hay ninguna firma

Cree su primera firma.

+ Agregar firma

Editar firma

Aplicar formato al texto

Incluir un vínculo a la página de mis reservas en mi firma

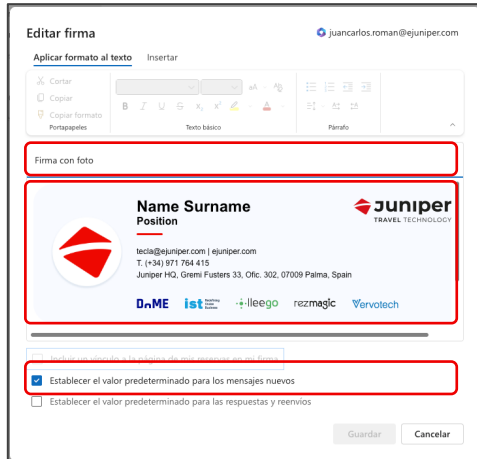
Establecer el valor predeterminado para los mensajes nuevos

Establecer el valor predeterminado para las respuestas y reenvíos

1.1.3. Create the main signature.

- Paste the signature into the **Outlook Web** editor using **Ctrl + V** on a **PC** or **Cmd + V** on a **Mac**.
- Give the signature a name and select **Set as default for new messages**.

IMPORTANT: You must set up your signature in Outlook Web to ensure it always stays updated with the latest automatic changes.



- Click **Save**.

1.2. Reply signature

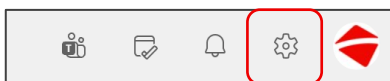
1.2.1. Generate the reply signature

- Follow the same initial process as for the full signature with or without a photo, but **copy the Short signature for replies** version.

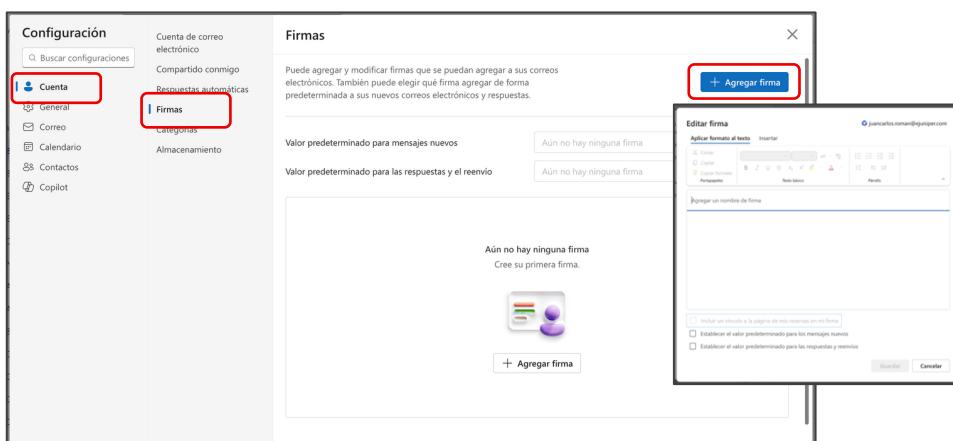


1.2.2. Configure the signature in Outlook Web

- Once again, go to **Outlook Web** in the same way. Access the web version [here](#).
- Go to **Settings** in the top-right corner of Outlook Web:

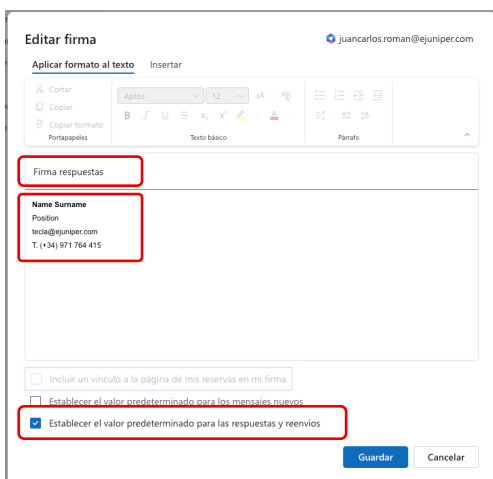


- Go to **Account > Signatures** and click **Add signature** to open the editor..



1.2.3. Create the signature

- Paste the signature into the Outlook Web editor using **Ctrl + V** on a **PC** or **Cmd + V** on a **Mac**.
- Give the signature a name and select **Set as default for replies and forwards**.



- Click **Save**

1.3. Mobile signature

1.3.1. Generate the mobile signature

- On your mobile device, open <https://firma.ejuniper.com/> and follow the same initial process described for the full signature with a photo, without a photo, or the reply signature.
- Complete** the fields with your information. Make sure you **select Mobile signature**, click **Generate signature**, and then click **Copy signature**.

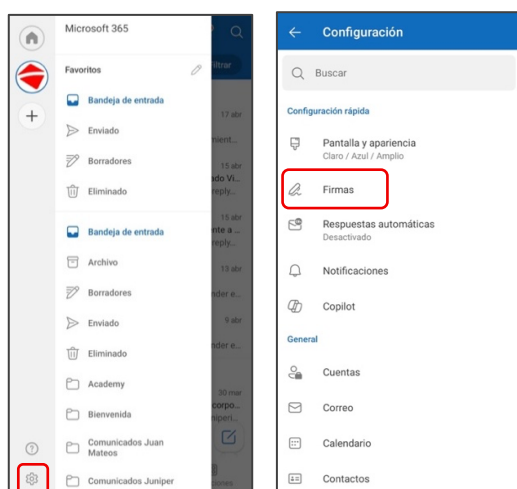
The first screenshot shows the 'Corporate Signature Generator' app with the 'Generate' button. The 'Select signature type' dropdown is set to 'Mobile signature'. The second screenshot shows the 'Specify your position' screen with fields for Position, Department, Area, Email, and Phone. The third screenshot shows the 'Recover' screen with the generated signature and a 'Copy signature' button.

- If you need to display your department or area email address in your signature, for example, **salesconsultants@ejuniper.com**, select the checkbox shown in the image.

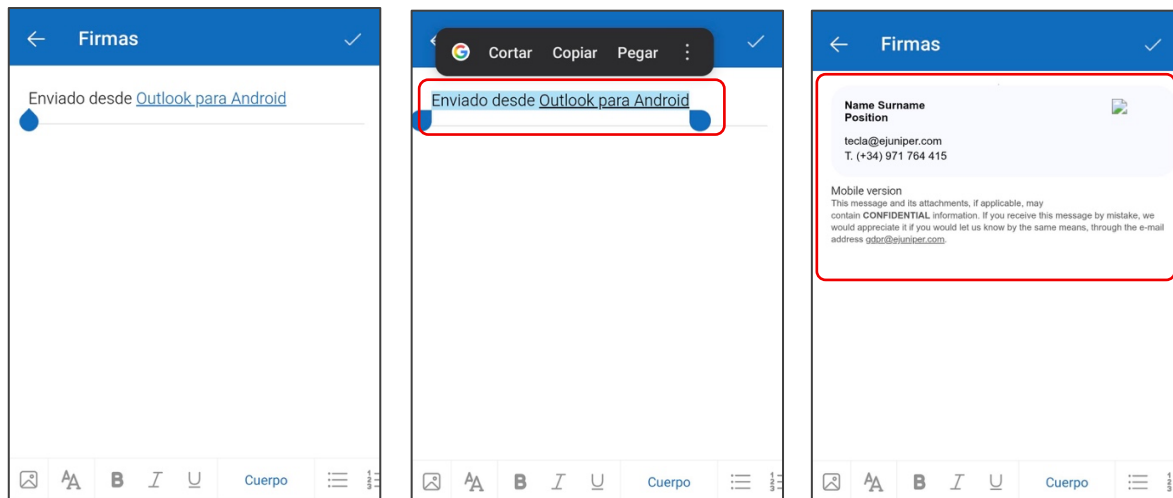
The screenshot shows the 'Specify your position' screen with the checkbox 'I want to use my department/area email address' checked.

1.3.2. Configure the signature in the Outlook app

- Go to **Settings** in the bottom-left corner of the Outlook app and select **Signatures**.

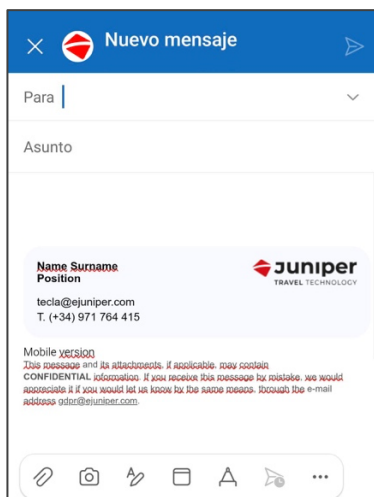


- Select the default content and **replace it with the signature you copied**. Please note that **the logo may not appear in this preview**. This is normal. **The logo will load correctly** when the signature is used.



- Click **Save**.

When you create a new email, you will see that the signature is applied correctly and the logo is displayed.



2. vCard Guide

A vCard is a digital contact card.

It allows you to easily share your professional information, such as your name, job title, company, telephone number, email address, website, or LinkedIn profile.

You can display it directly on your mobile device when introducing yourself, send the link to another person, or allow them to scan a QR code to save your contact details without entering them manually.

2.1. Generate a vCard

- Open <https://firma.ejuniper.com/> and select **Open Corporate vCard Generator**.

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Signatures

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Two simple tools so the entire company can communicate with a professional and consistent image. No technical knowledge required.

Signature and vCard Generator

On this page, you have access to two generators designed for you. Simply fill in your details, customize the result, and follow the instructions to install it. Done.

Corporate email signature

- 1 **Select** the signature you want to configure.
- 2 **Fill** in the fields with your corporate information.
- 3 **Click** on "Generate signature."
- 4 **Select** "Copy Signature."
- 5 **Paste** it into your email signature editor with the "ctrl v" key combination on PC or "cmd v" on Mac.
- 6 **Save** and use your signature for internal and external email communications.

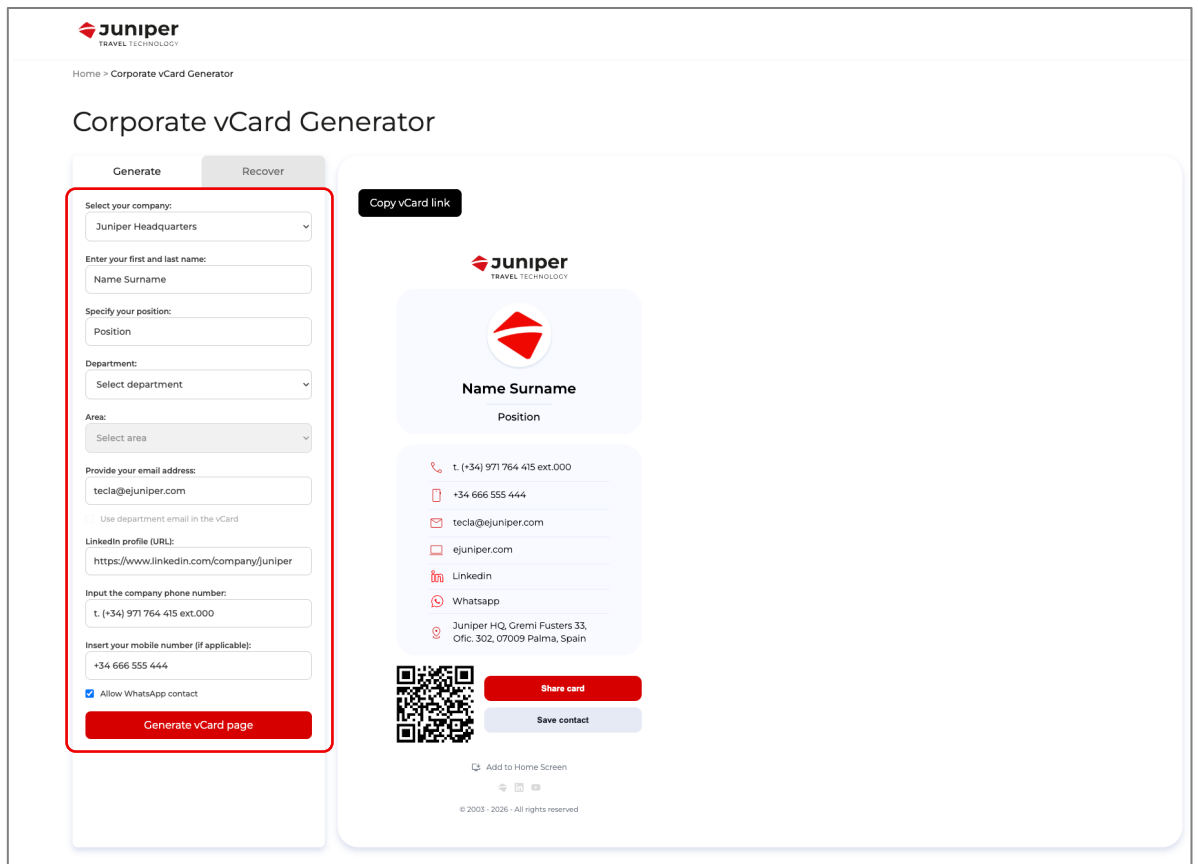
[Open Corporate Signature Generator](#)

Corporate vCard

- 1 **Fill** in the fields with your corporate information.
- 2 **Click** on "Generate vCard."
- 3 **Select** "Copy vCard link "
- 4 **Send** the link to yourself or your contacts so they can view it.

[Open Corporate vCard Generator](#)

- **Complete** the fields with your information. Only complete the fields you want to share, and then click **Generate vCard** page.
- Select **Allow WhatsApp contact** only if you want the WhatsApp contact option to appear.



Home > Corporate vCard Generator

Corporate vCard Generator

Generate Recover

Select your company:
Juniper Headquarters

Enter your first and last name:
Name Surname

Specify your position:
Position

Department:
Select department

Area:
Select area

Provide your email address:
tecla@ejuniper.com

☐ Use department email in the vCard

LinkedIn profile (URL):
https://www.linkedin.com/company/juniper

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

Insert your mobile number (if applicable):
+34 666 555 444

☒ Allow WhatsApp contact

Generate vCard page

Copy vCard link

 **Juniper**
TRAVEL TECHNOLOGY


Name Surname
Position

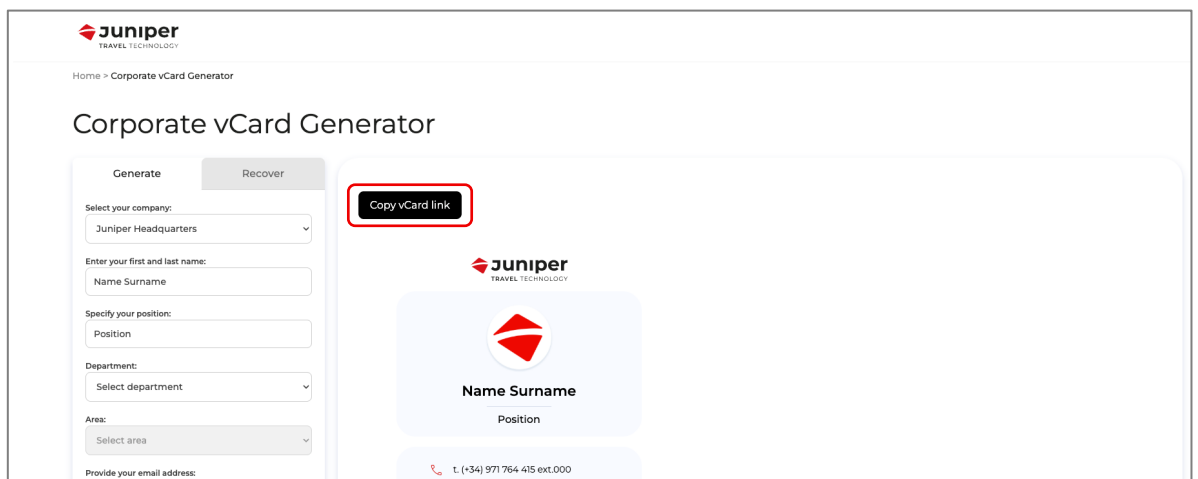
t. (+34) 971 764 415 ext.000
+34 666 555 444
tecla@ejuniper.com
ejuniper.com
LinkedIn
Whatsapp
Juniper HQ, Gremi Fusters 33,
Ofic. 302, 07009 Palma, Spain

 **Share card**
Save contact

Add to Home Screen

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- Click **Copy vCard link** to copy your vCard URL to the clipboard.



Home > Corporate vCard Generator

Corporate vCard Generator

Generate Recover

Select your company:
Juniper Headquarters

Enter your first and last name:
Name Surname

Specify your position:
Position

Department:
Select department

Area:
Select area

Provide your email address:

Copy vCard link

 **Juniper**
TRAVEL TECHNOLOGY

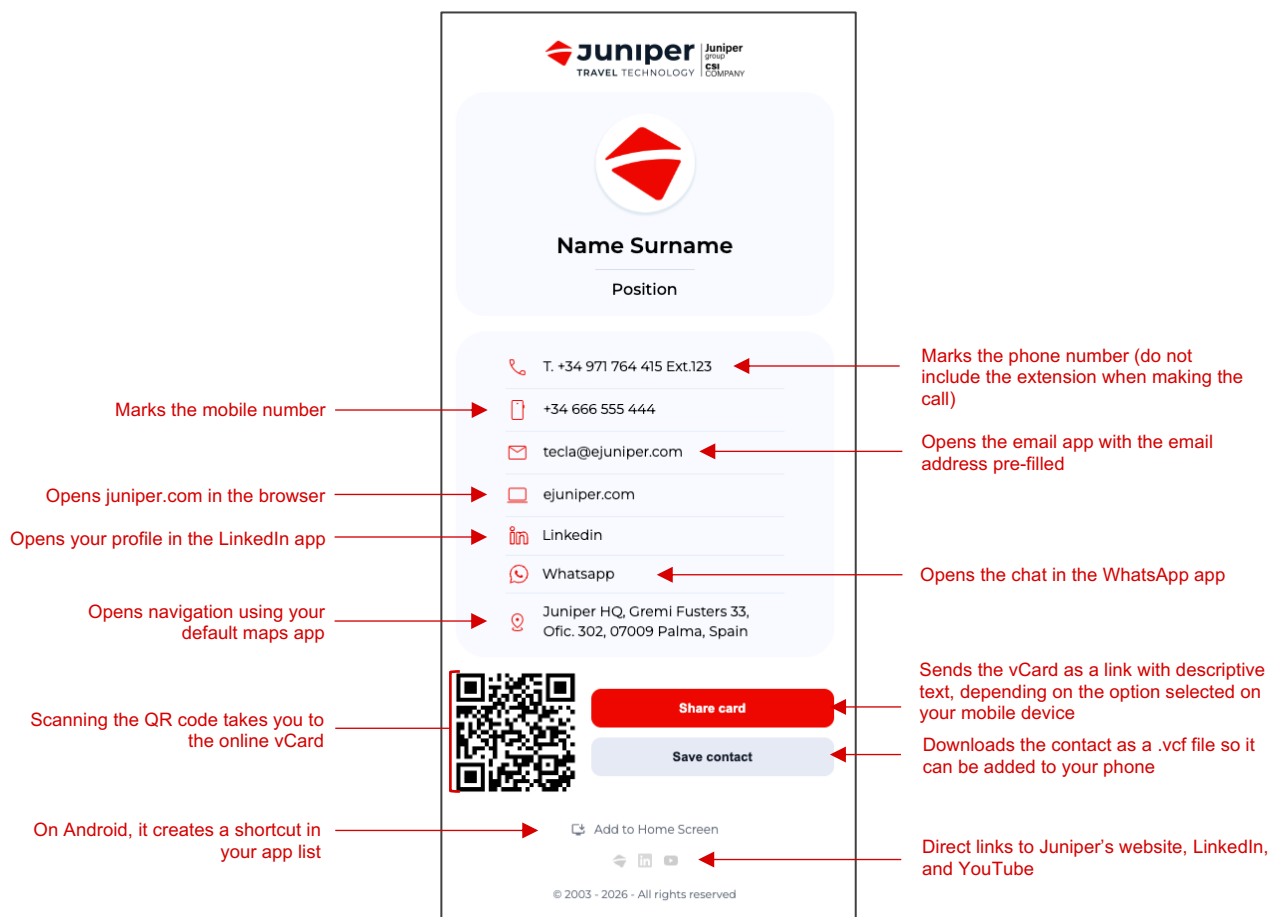

Name Surname
Position

t. (+34) 971 764 415 ext.000

- You can send the link to your mobile device through Teams, WhatsApp Web, email, or another method.



- Once you open the link on your mobile device, you can use and share your vCard:

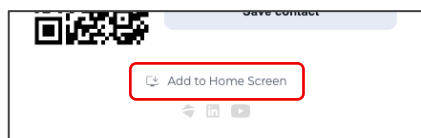


2.2. How to add your vCard to your mobile home screen

You can save your vCard as a shortcut on your mobile device so that you can quickly open it whenever you need to display it, send it, or show its QR code.

2.2.1. Android:

You can click the **Add to Home Screen** button displayed on the vCard and follow the instructions on your mobile device.



You can also add it manually:

1. Open the vCard in Chrome.
2. Tap the three-dot menu.
3. Select **Add to Home screen** or **Install app**.
4. Confirm the action.

Once it has been added, an icon will appear on your mobile home screen as though it were an app. Tap the icon to open your vCard directly.

2.2.2. iPhone:

The **Add to Home Screen** button may be displayed, but it does not work on iPhone.

To add the vCard manually:

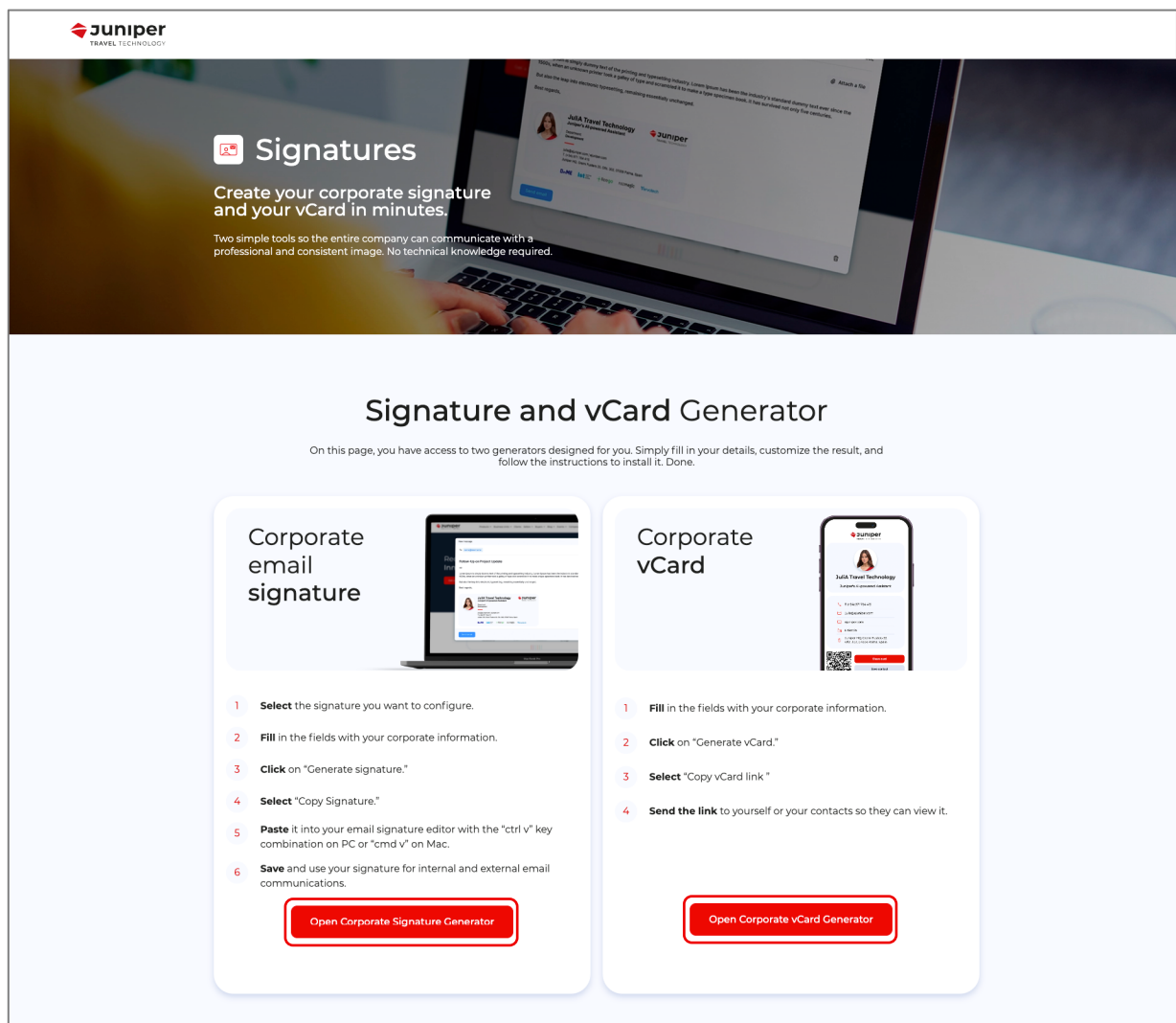
1. Open the vCard in Safari.
2. Tap the **Share** button.
3. Select **Add to Home Screen**.
4. Tap **Add**.

Once it has been added, an icon will appear on your home screen as though it were an app. Tap the icon to open your vCard directly.

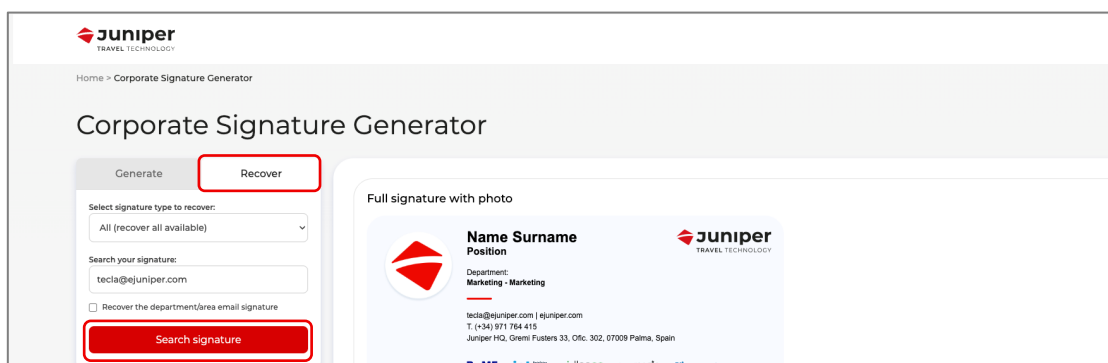
3. Guide to recovering or modifying a signature or vCard

3.1. Recover a signature or vCard

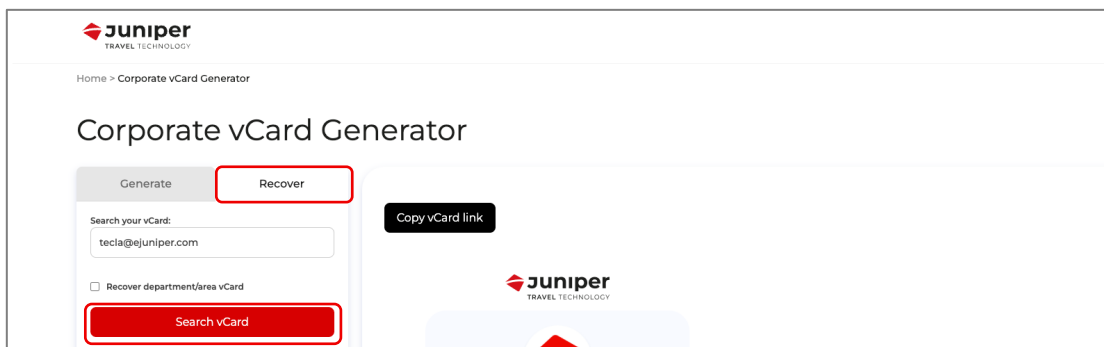
- Open <https://firma.ejuniper.com/> and select **Open Corporate Signature Generator** or **Open Corporate vCard Generator**.



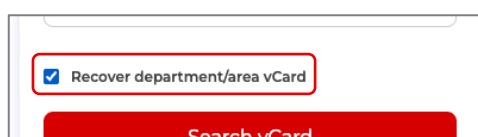
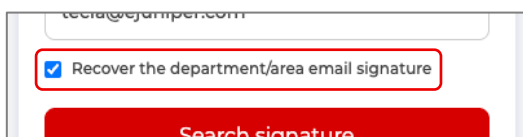
- Open the **Recover** tab.
 - For a signature: select the signature type, **enter your email address**, and click **Search signature**.



- For a vCard: **enter your email** address and click **Search vCard**.

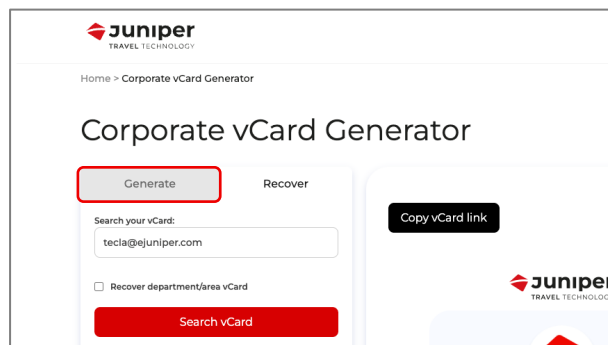
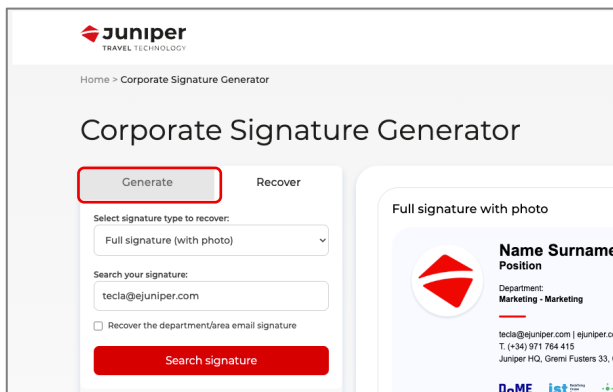


- When recovering a **department or area signature**, remember to select Recover the **department/area email signature** or the corresponding department recovery option



3.1.1. Modify a signature or vCard

- Follow the steps to recover the signature or vCard. Once the content has loaded, switch to the Generate tab.



- You can now modify the information and generate the signature or vCard again with the required changes.