WORLD PSYCHIATRIC ASSOCIATION

MADRID

XVI WORLD CONGRESS OF PSYCHIATRY

"FOCUSING ON ACCESS, QUALITY AND HUMANE CARE"

SPAIN
September 14-18, 2014

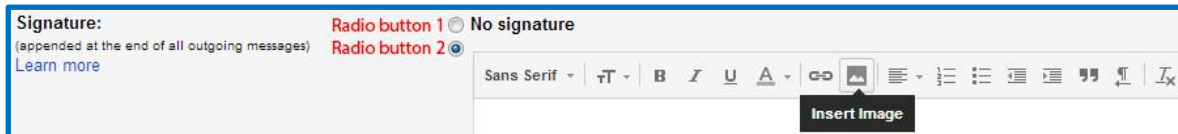**SET UP YOUR OWN EMAIL SIGNATURE**

A QUICK STEP-BY-STEP MANUAL

www.wpamadrid2014.com

Creating signature with GMAIL:

1. Sign in to your Gmail account
2. Click the "Settings" icon [⚙▾] and choose "Settings".
3. Scroll down to the signature area and do the following:
   Choose the 2nd Radio button to set a new signature
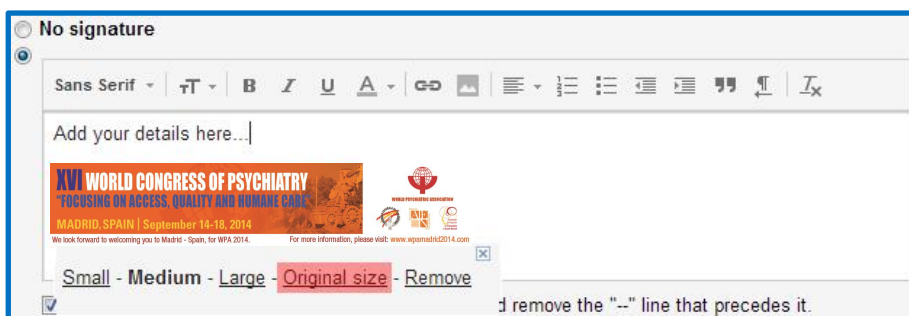4. Click "Insert Image":

5. Enter the following image URL: "http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png", Click OK.

6. Click one time on the image and choose "medium"
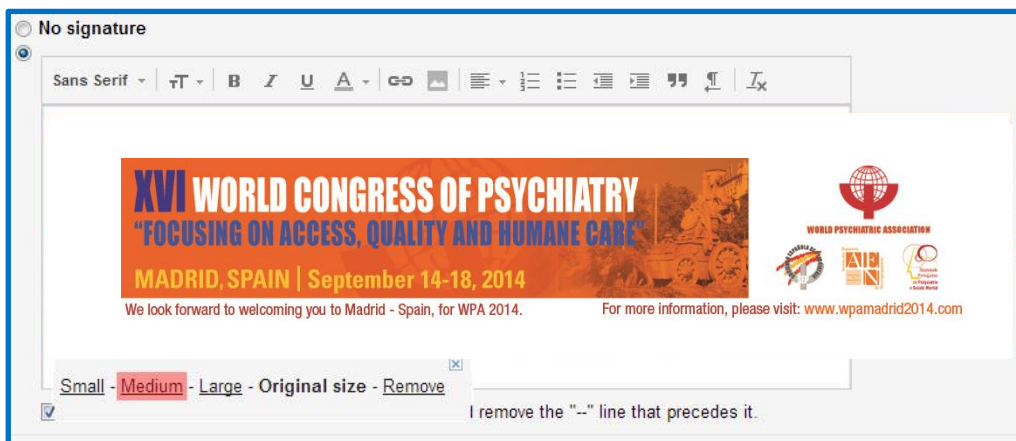
7. Add text to signature, then click on the image signature and choose "Original Size"

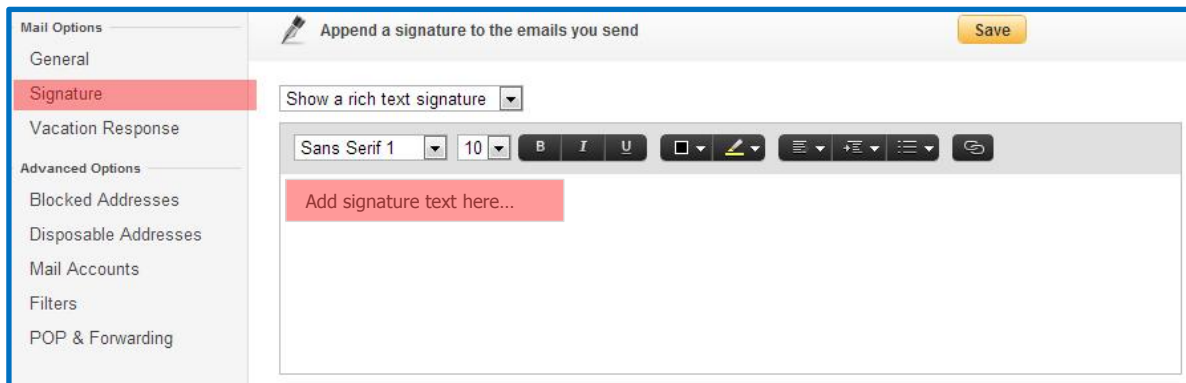8. Scroll down to the bottom of the page and click "Save Changes"

Creating signature with Yahoo:

1. Sign in to your Yahoo mail
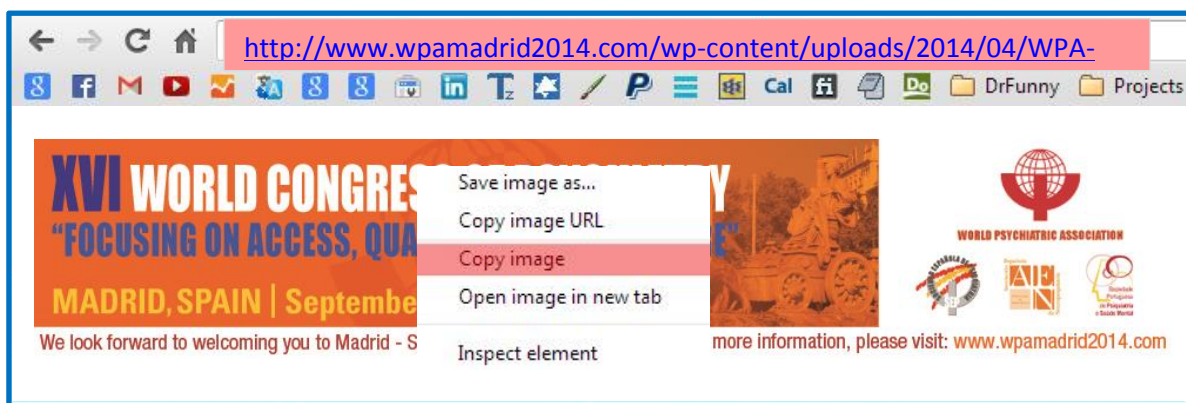2. Click the "Settings" icon ⚙ and choose "Mail Options":

3. Select "Signature" and add your signature details text:

4. To add an image to your signature, visit: "http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png" then right click on the image and click "copy" or "copy image" (depends on browser)

5. Go back to Yahoo signature and paste the image by using CTRL+V
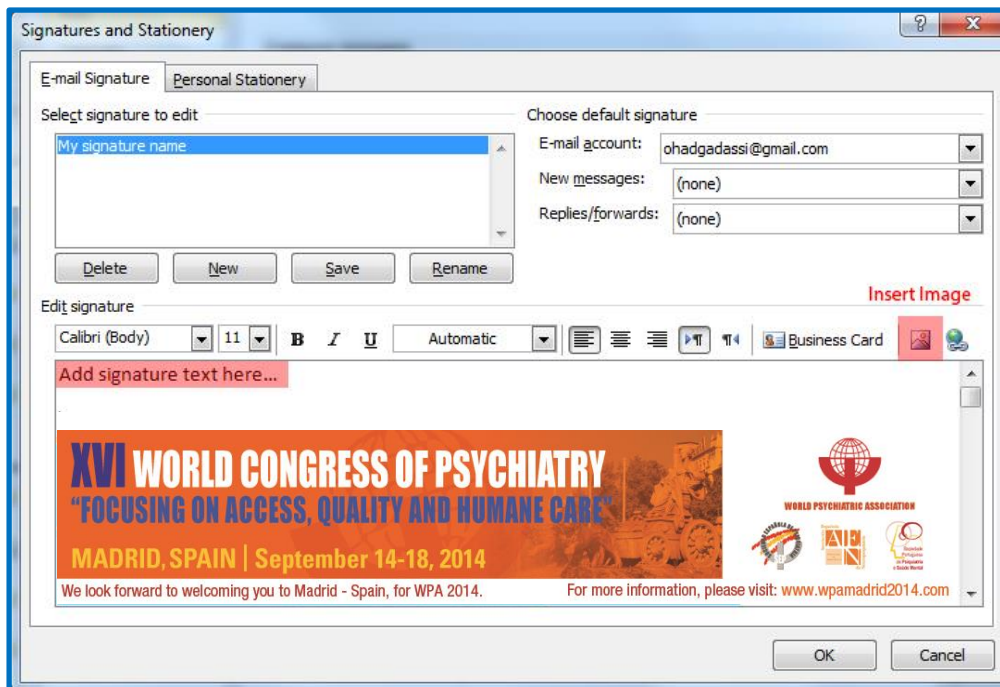
6. Click "Save"

Creating signature with Outlook:

1. Sign in to your outlook
2. Click "File" ⟶ "Options" ⟶ "Mail" ⟶ "Signatures"
3. Click "New" and give it a name, then Press ok.
4. Download the following image to your Desktop. Right click and select "Save picture as":

5. Add your signature text and add image from Desktop by clicking "Insert Image" Icon:
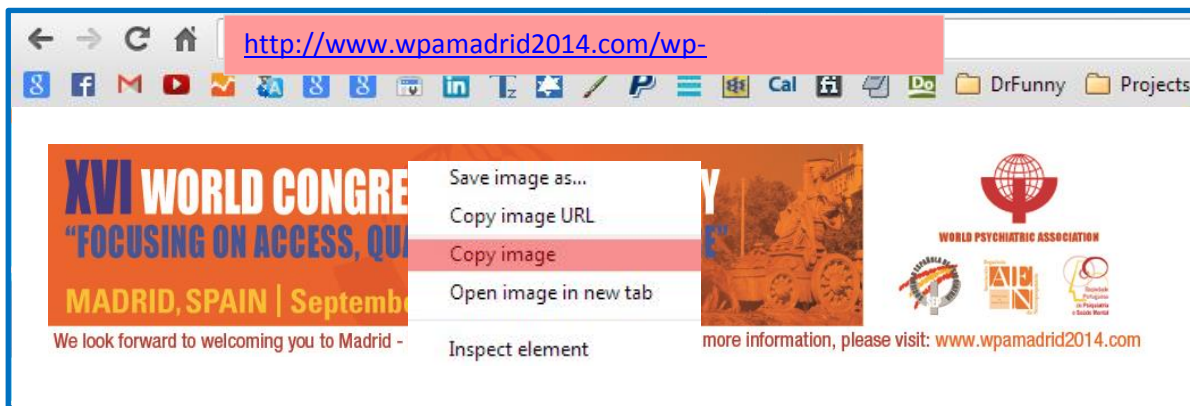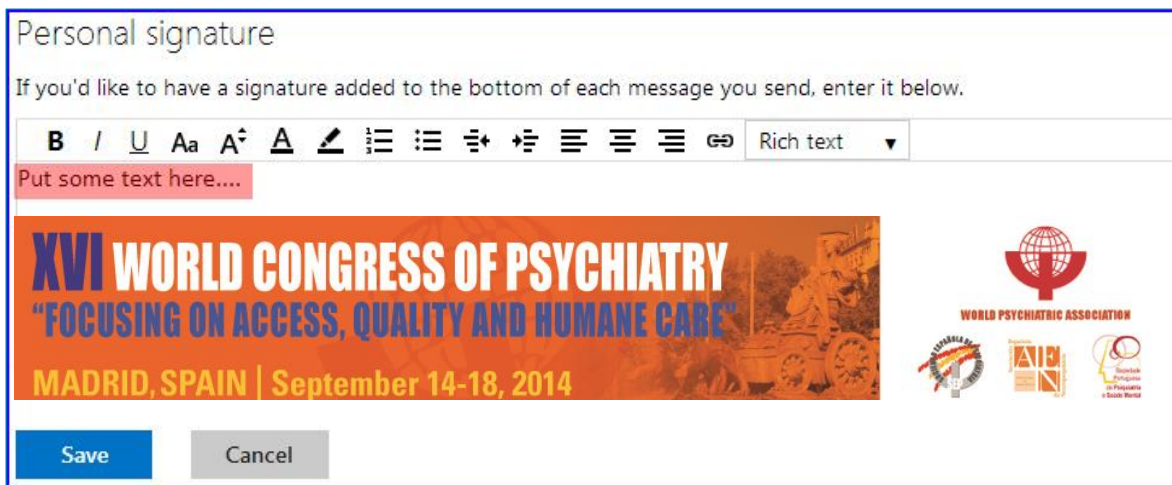

6. Click OK.

Creating signature with Hotmail/Outlook:

1. Sign in to your "Hotmail/Outlook" email account.
2. Click "Setting" icon ⚙ then select "More Mail Settings".
3. Click "Formatting, font and signature" and use "Personal Signature" to add a new signature.

4. Add an image to your signature, visit: "http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png"

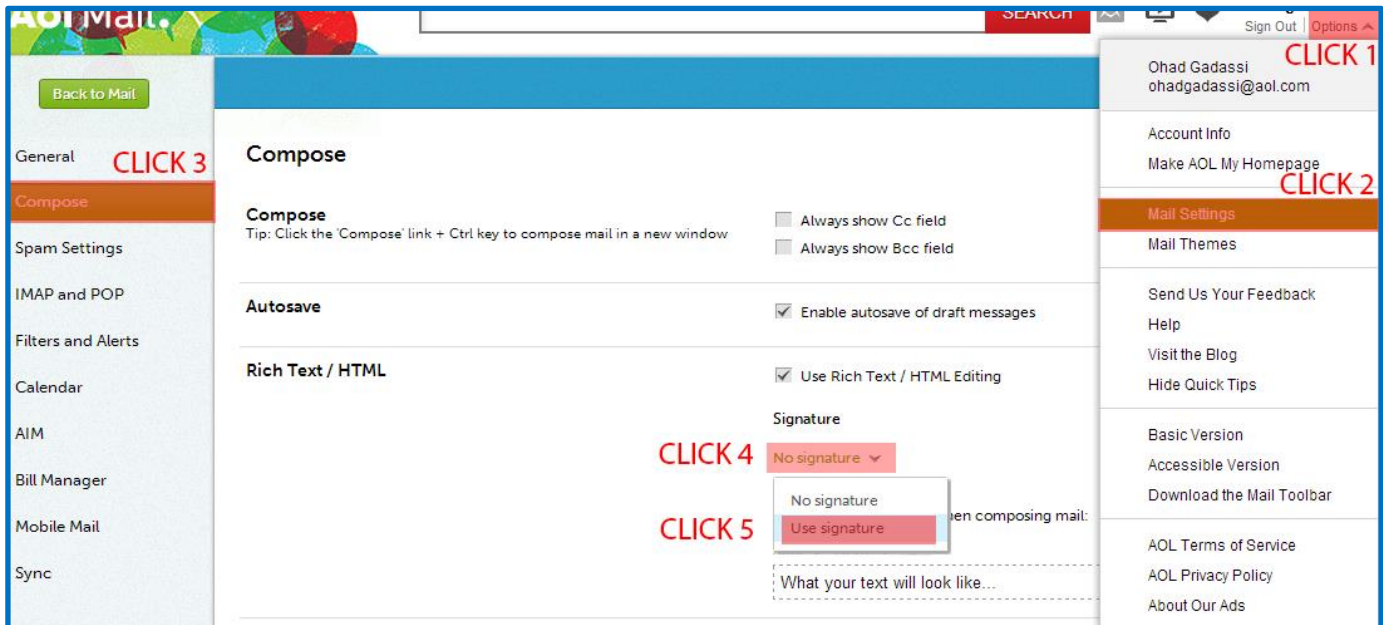5. then right click on the image and select "copy" or "copy image" (depends on browser)

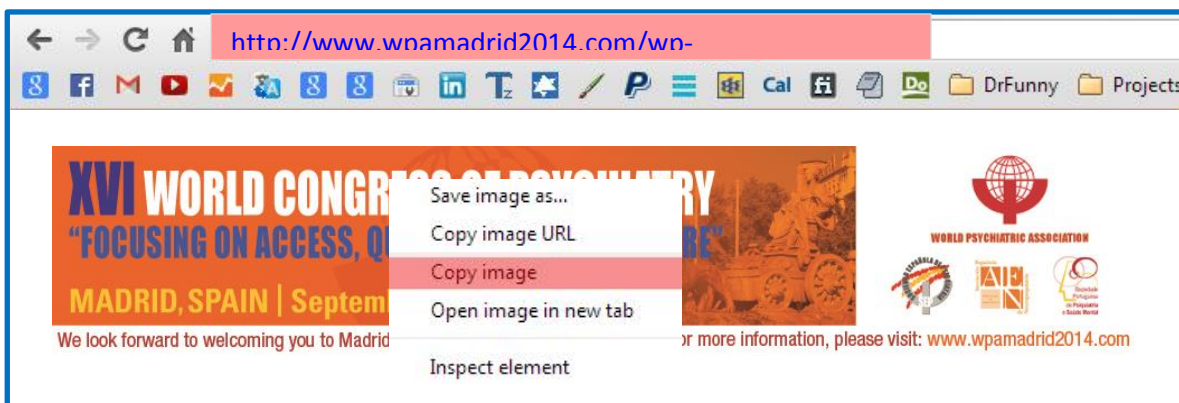6. After copying the image, paste it by CTRL+V in the signature text area field:
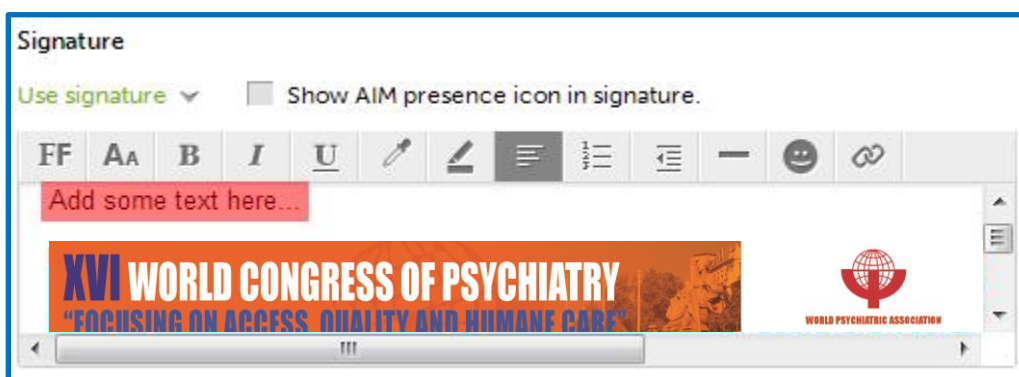

7. Click Save

Creating signature with AOL:

AOL mail

1. Sign in to your AOL account
2. Click "Options" ⟶ "Mail Settings" ⟶ "Compose" ⟶ "No Signature" ⟶ "Use Signature".

3. Add text and image to your signature, visit: "http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png"
   then right click on the image and select "copy" or "copy image" (depends on browser)

1. After copying the image, select CTRL+V to paste the image into the text area

2. Scroll Down and click "Save Settings"