



XVI WORLD CONGRESS OF PSYCHIATRY "Tocusing 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".
- Scroll down to the signature area and do the following: Choose the 2nd Radio button to set a new signature
- 4. Click "Insert Image":

Signature: (appended at the end of all outgoing messages)	Radio button 1 () Radio button 2 ()	No signature											
Learn more		Sans Serif - T-	в	Z <u>U</u>	<u>A</u> -	GÐ 🗖] ≡ -	ΞΞ	Ξ 0		99	₽,	<i>⊥</i> _×
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5. Enter the following image URL: "<u>http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png</u>", Click OK.

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۲	Web address (URL)	Image URL http://www.wpamadrid2014.com/wp-	
		WI WORLD CONGRESS OF PSYCHIATRY	WORLD PSYCHIATRIC ASSOCIATION

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"

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

Creating si	gnature with Yahoo:	Alex 🔯	YAHOO! Mail
		Themes	
1. Sign in to	your Yahoo mail	Mail Options	
2. Click the	"Settings" icon 🔅 and choose "Mail Options":	Messenger Options Mail Plus	
		Help	
		Privacy Legal Copyright Notice About our Ads	
3. Select "Si	gnature" and add your signature details text:	Account Info	
Mail Options General	Append a signature to the emails you send	Save	
Signature	Show a rich text signature		
Vacation Response			

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

Sans Serif 1

Add signature text here..

Advanced Options Blocked Addresses

Disposable Addresses Mail Accounts Filters

POP & Forwarding

6. Click "Save"

Creating signature with Outlook:

- 1. Sign in to your outlook
- 2. Click "File" \rightarrow "Options" \rightarrow "Mail" \rightarrow "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:

Signatures and Stationery	2 X
E-mail Signature Personal Stationery	
Select signature to edit	Choose default signature
My signature name	E-mail account: ohadgadassi@gmail.com
	New messages: (none)
	Replies/forwards: (none)
Delete New Save Rename	6
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MADRID, SPAIN September 14-18, 2014	
We look forward to welcoming you to Madrid - Spain, for WPA 2014.	For more information, please visit: www.wpamadrid2014.com 👻
	OK Cancel

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: "<u>http://www.wpamadrid2014.com/wp-content/uploads/2014/04/WPA-2014-Electronic-Signature.png</u>"
- 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:



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

AOTIVIAIL.		SEARUN	Sign Out Options
Back to Mail			Ohad Gadassi ohadgadassi@aol.com
General CLICK 3	Compose		Account Info Make AOL My Homepage
Compose	Compose	Always show Cc field	Mail Settings
Spam Settings	Tip: Click the 'Compose' link + Ctrl key to compose mail in a new window	Always show Bcc field	Mail Themes
IMAP and POP	Autosave	Enable autosave of draft messages	Send Us Your Feedback Help
Filters and Alerts Calendar	Rich Text / HTML	Vse Rich Text / HTML Editing	Visit the Blog Hide Quick Tips
AIM	CLICK 4	Signature	Basic Version
Bill Manager		No signature	Download the Mail Toolbar
Mobile Mail	CLICK 5	Use signature	AOL Terms of Service
Sync		What your text will look like	AOL Privacy Policy About Our Ads

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

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We look forward to welcoming you to Madrid	or more information, please v Inspect element	visit: www.wpamadrid2014.com

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

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2. Scroll Down and click "Save Settings"