

How to Add the New City Logo to Your Email Signature

Adding the new City logo to your email requires the following:

1. Creating an html file with your email signature details using the sample file on I-Rock as a template
2. Keeping the html file on your computer along with a folder that contains the logo image
3. Configuring your email preferences in Lotus Notes to add the html file as your email signature

Create an html file with your email signature details.

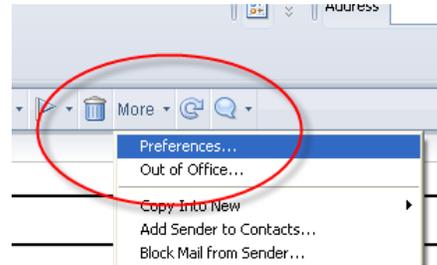
1. Create a new folder in My Documents:
 - Click Start→My Documents
 - On a blank space inside “My Documents”, create a new folder by right click and select New → Folder. Name the new folder as “Signature Block”
2. Go to <http://i-rock/communications/branding.htm> and copy these two files into the Signature Block folder you’ve created:
 - sample.html
 - getintoit_email_sig.gif
3. Edit the sample.html file by right-clicking on it and then selecting Edit. This will open up Microsoft Word. Click File- Save As- and rename the file (e.g., betsy.html). Make sure there are no spaces on the filename.

(Be sure to include all of the details recommended by Customer Service Action Team: name, title, department, email address, phone, website address).

- At the end of each line, hold the shift key while you press enter (this will eliminate double spacing in your signature block when applied in Lotus Notes)
 - Select Arial or Calibri 10 pt. as your font.
4. Place the logo on the page in the space provided by doing the following:
 - Go back to the Signature Block folder and open the image file called “getintoit_email_sig.gif”
 - Right click on the image and select “Copy” then go back to the html file you are editing in Microsoft Word. In the html file right click in the space provided for logo and select “Paste.” Be sure to delete the phrase: Insert Logo Here.
 5. Save the html file. When you save the file, it will automatically create a folder that contains the logo image and some reference code. These two items – the html file and folder needs to stay in the “Signature Block” folder and must be kept there for your signature to work in Lotus Notes.

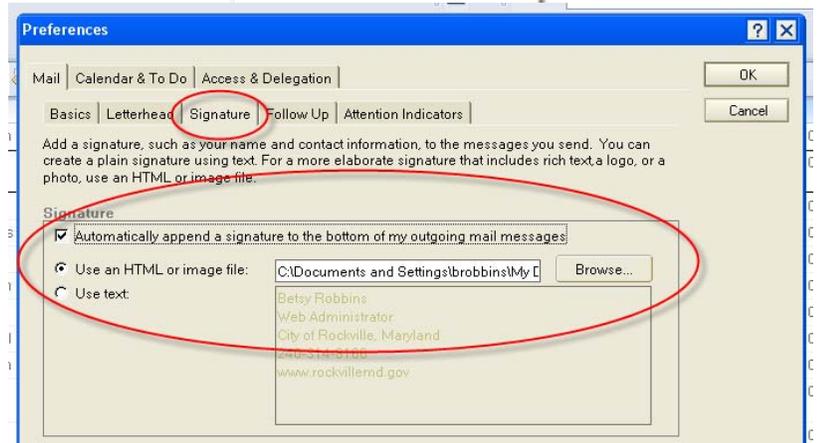
Next, configure your Lotus Notes preferences to include the html signature file.

6. Go to the top menu bar in Lotus Notes and select **More**→ **Preferences**



7. In the “Preferences” dialog box, select the “Signature” tab

- Check “Automatically append a signature to the bottom of my outgoing mail messages”
- Check “Use an HTML or image file”
- Browse to your **signature.html** file and select it. Note- if you do not see your signature file at first, be sure that the file type is specified as html.
- Close the Preferences dialog box by selecting “OK.”



8. Open a new email to see if your email signature and logo appears:

