

LaserRed

INSTRUCTIONS FOR SETTING UP EMAIL STATIONERY In Outlook Express:

1. Open outlook express.
2. Click on the tools pull down menu at the top and select options.
3. Click on the send tab and make sure that mail sending format is selected as HTML.
4. Then click on the compose tab in the stationery section check the mail box.
5. Click on the select button opposite this will bring up the stationery folder simply click on your personal stationery which has been put in this folder.
6. Finally click on the apply button bottom right and then on ok.
7. Signatures need to be inserted manually after message has been typed.

INSTRUCTIONS FOR SETTING UP EMAIL STATIONERY In Outlook:

1. Open outlook.
2. Click on the tools pull down menu at the top and select options.
3. Click on the mail format tab and make sure that message format is selected as HTML.
4. Make sure that use Microsoft word as your email editor is unchecked.
5. Then in stationery and fonts click on stationery picker select your personal logo which will have been put in here, and click OK.
6. Finally click on the apply button bottom right and then on ok.
7. Signatures need to be inserted manually after message has been typed.

INSTRUCTIONS FOR SETTING UP MANUALLY In Outlook:

Save the file sent in the following place on your computer. Right click on the file and 'Save as' to the following folder.

- C:\Program Files\Common Files\Microsoft Shared\Stationery

PERSONALISING THE EMAIL TEMPLATE

- We can set up each email to reflect the person who is using the computer at the time. Please ask for further details.

Any problems please ring for support on the following number:

01472 852522

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