

Tutorial

How to change your Email Signature



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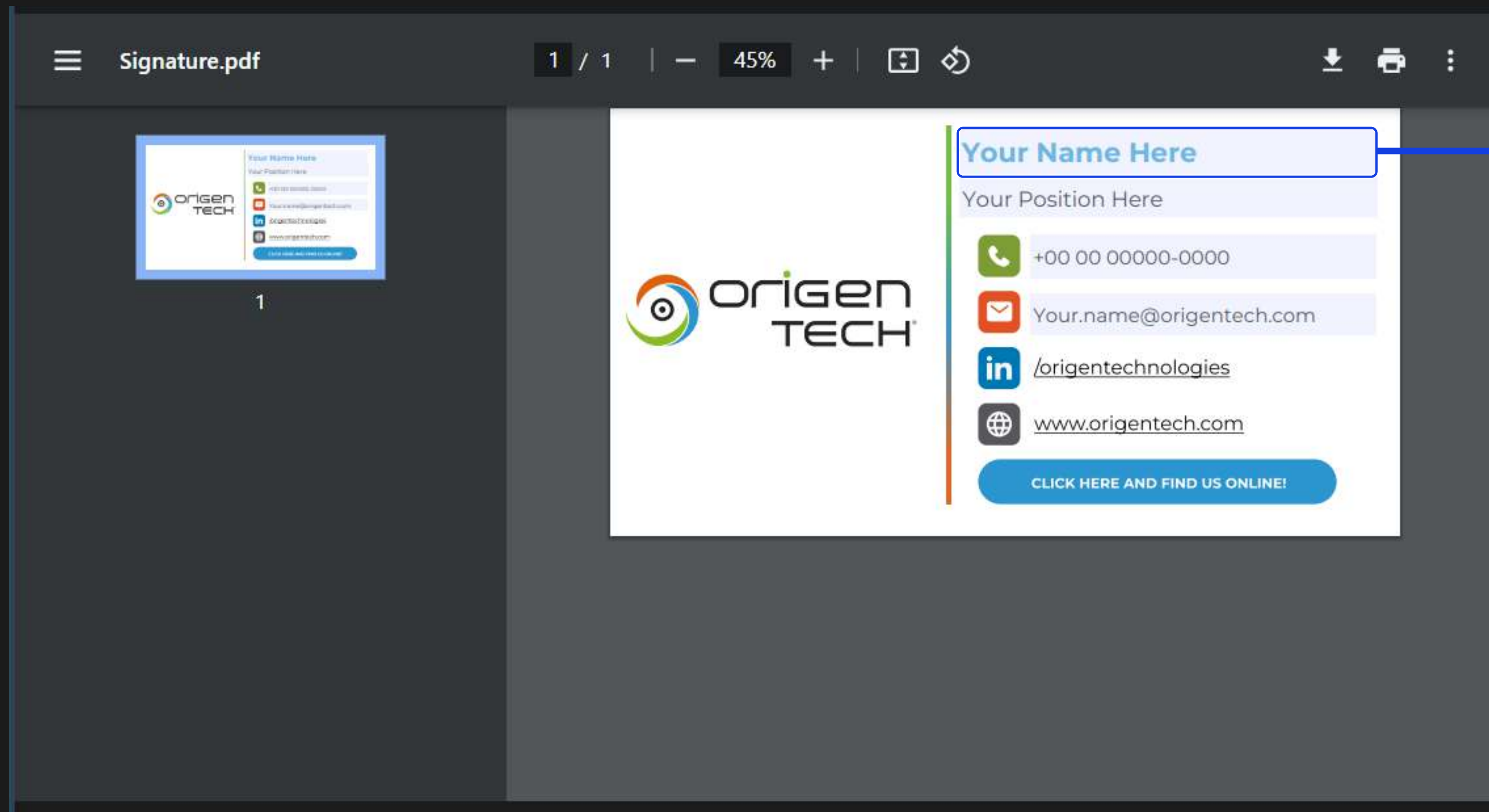
BETA

Signature Creation

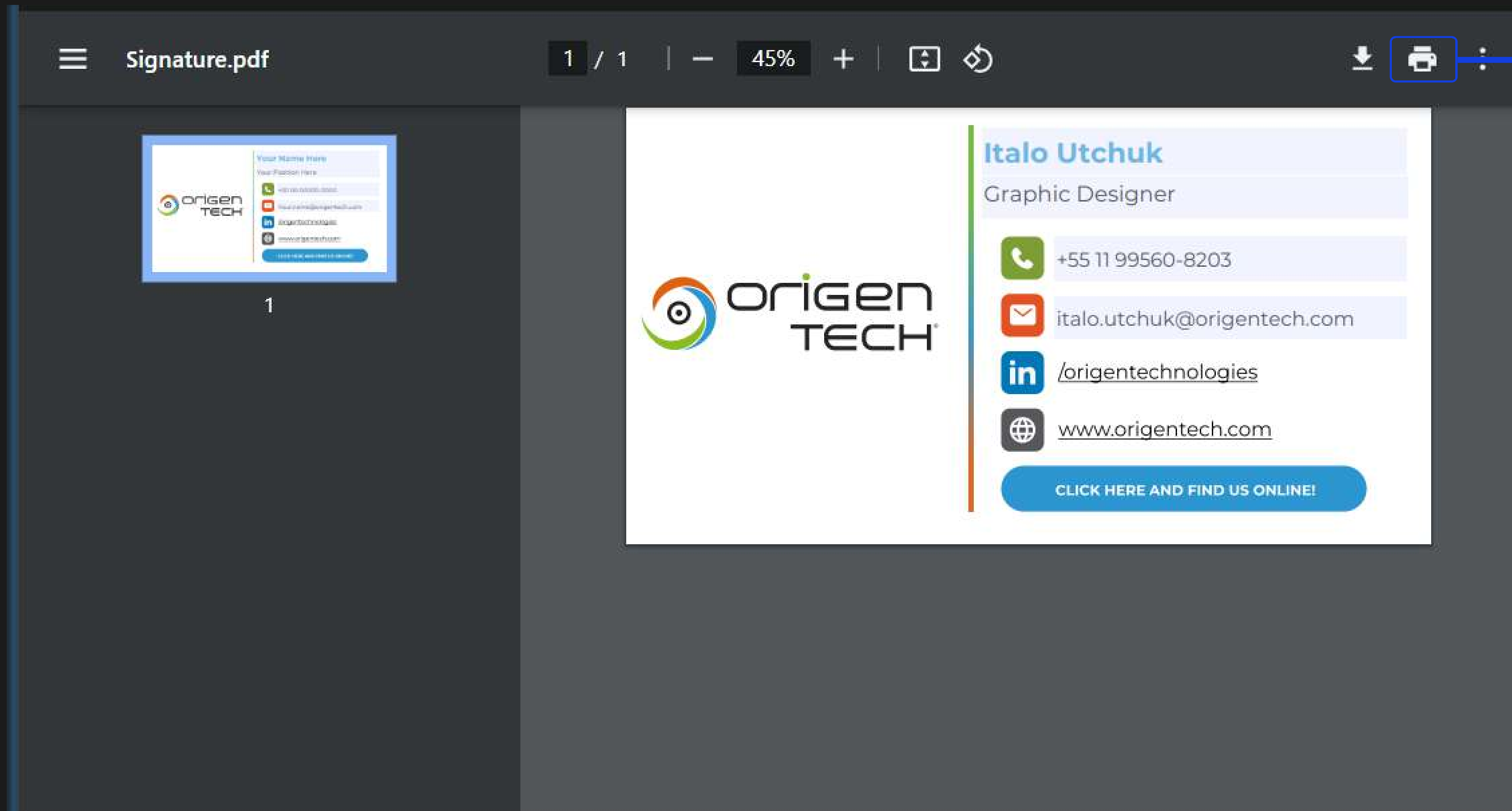
Fill in the signature below with your information and then convert your signature to JPEG, if you have any questions, you can consult the tutorial below.

Tutorial

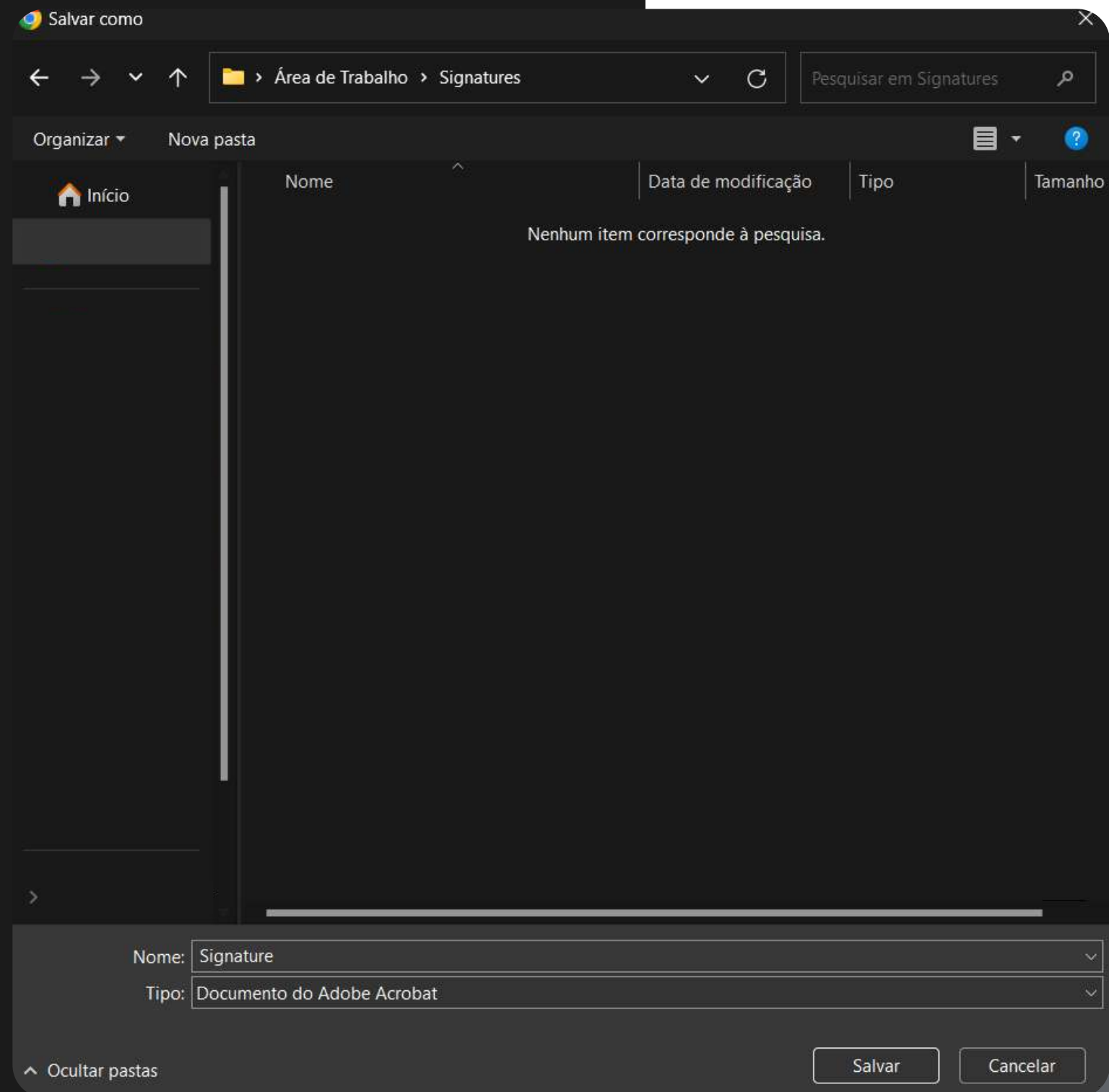
Open the Website
[Origentech.com/signatures/](https://origentech.com/signatures/)



Click on the blue square in the signature. Change your Name, Position, Phone Number and Origen Mail



When you have made your e-mail signature, click on the print icon



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Imprimir

1 página

Destino

Guardar como PDF

Páginas

Tudo

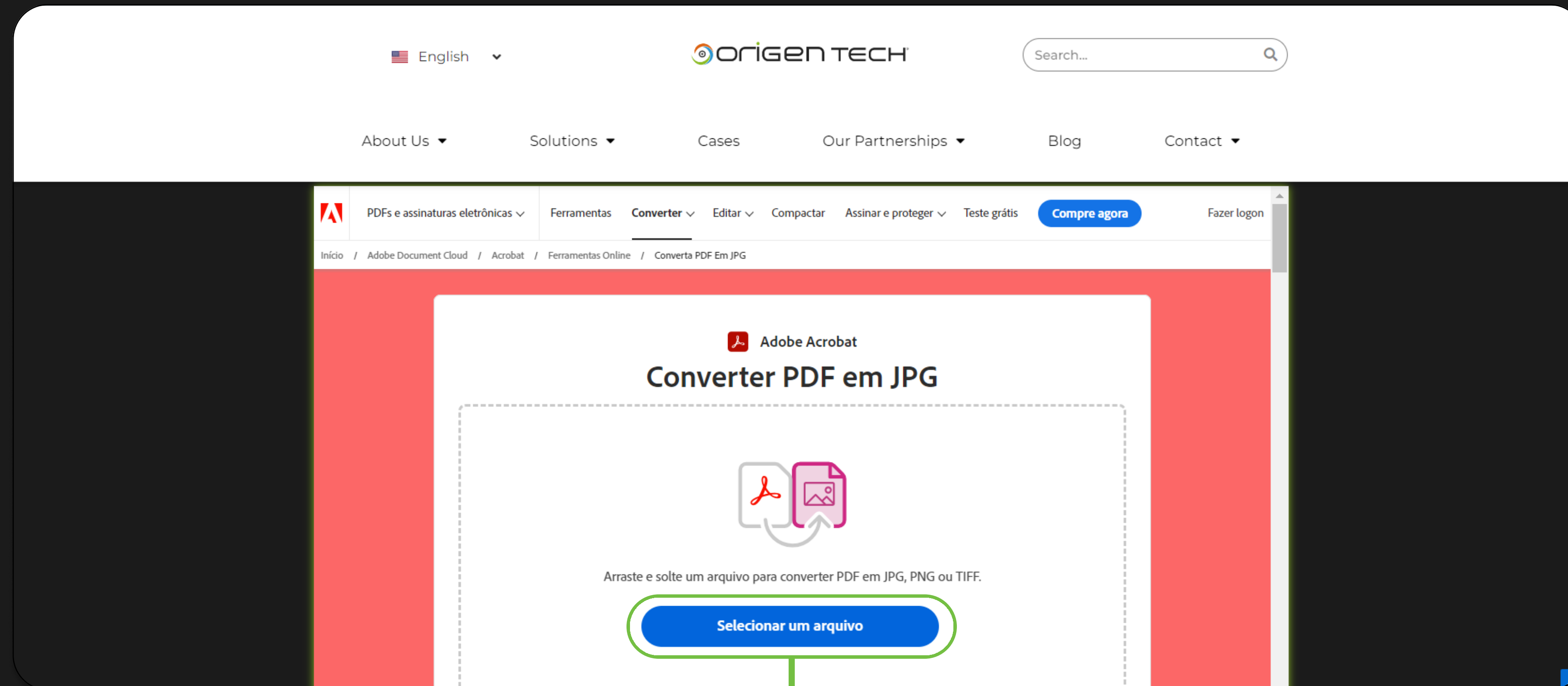
Páginas por folha

1

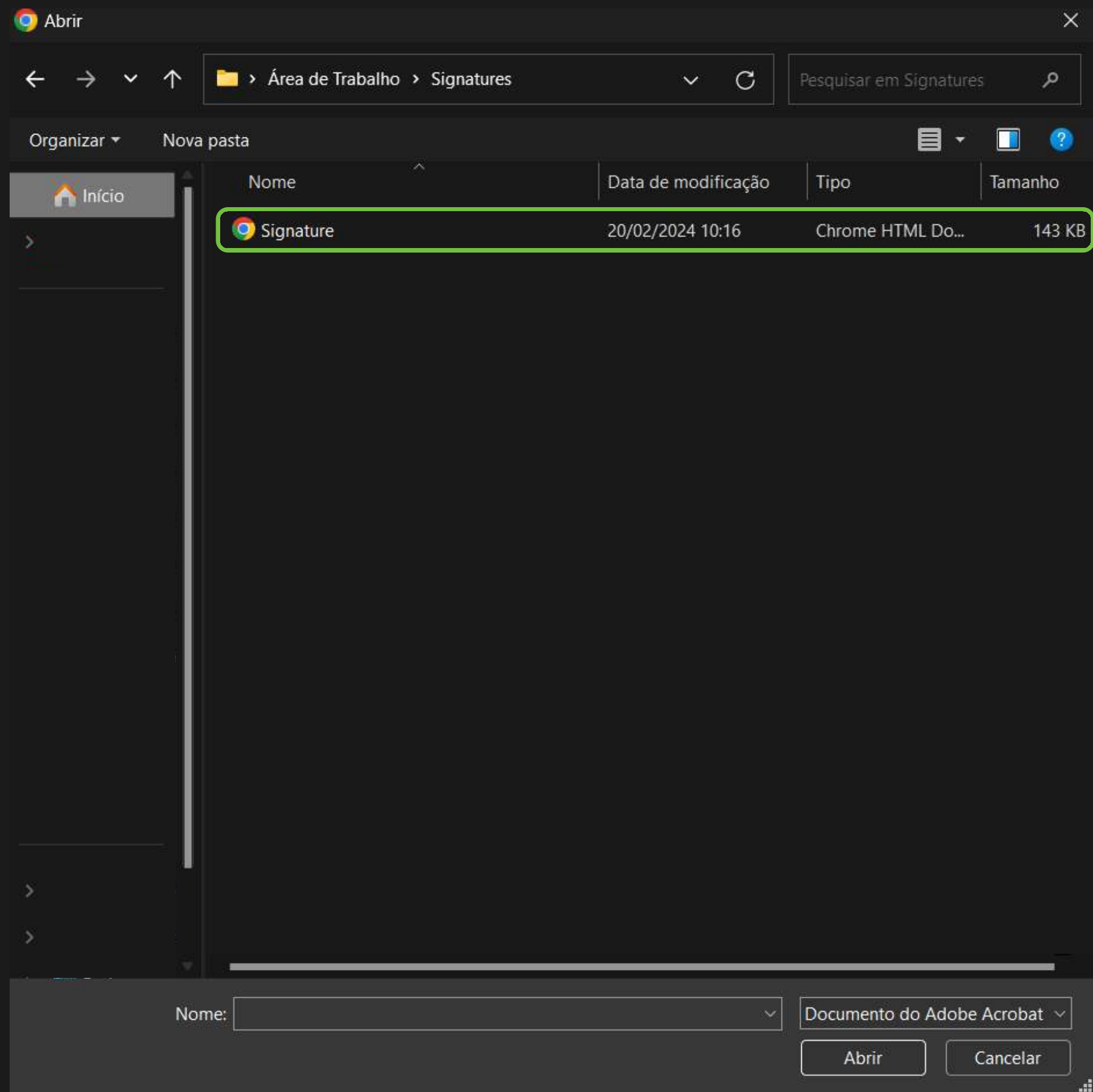
Guardar

Cancelar

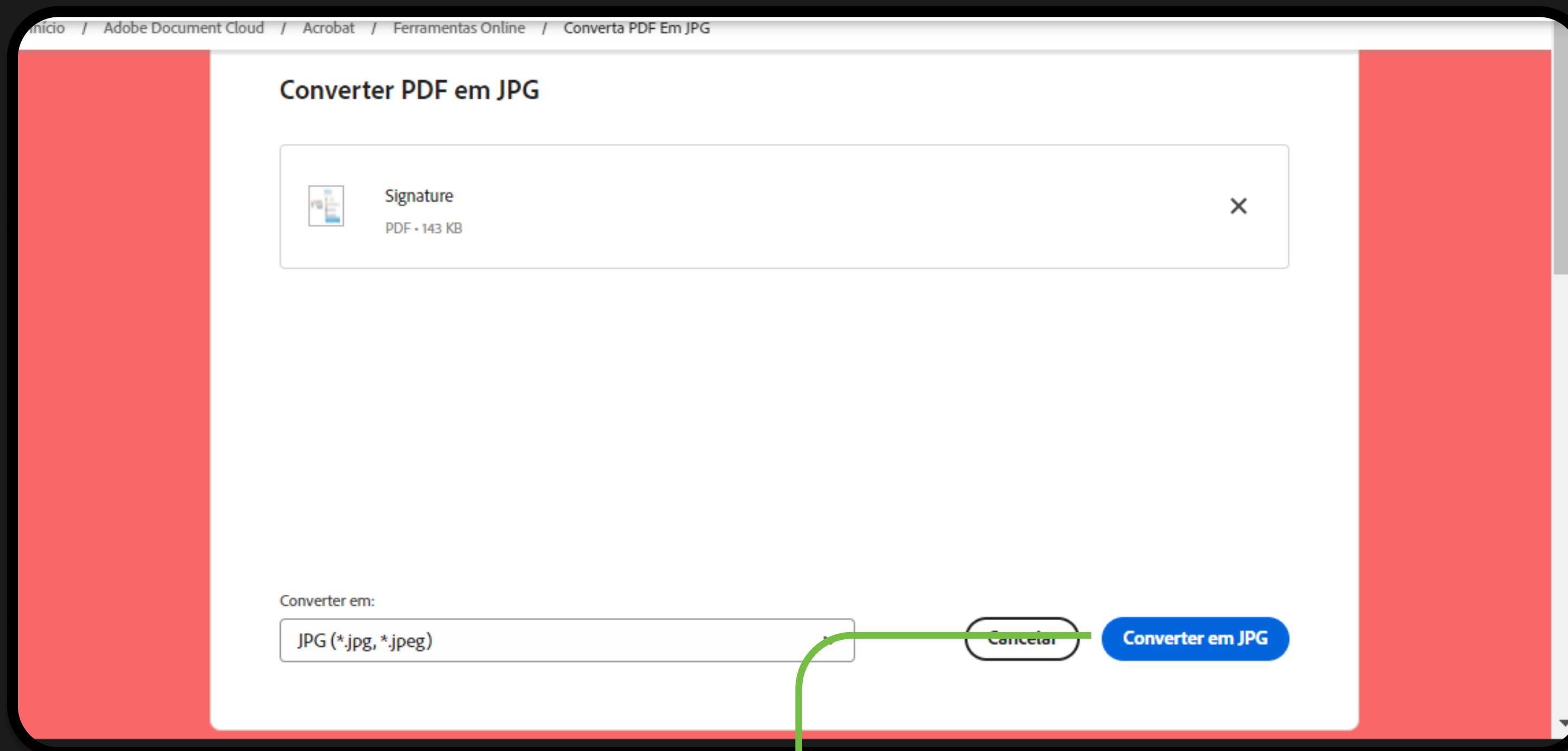
Select Save as PDF and choose the location to save your signature



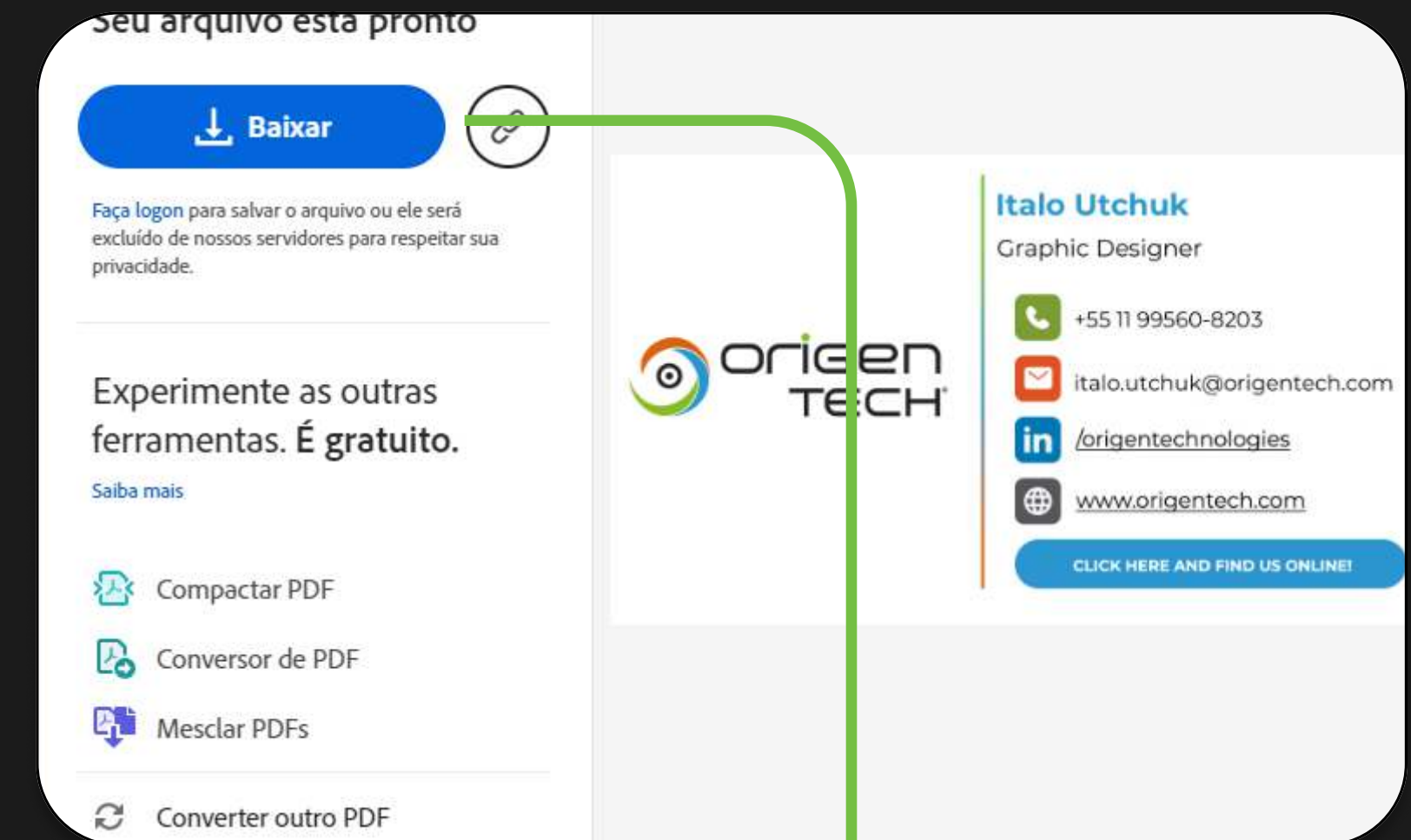
Now you need to convert the PDF to JPG format. On the [Origentech.com/signatures](https://origentech.com/signatures) page click on the Select a file button in the conversion tab.



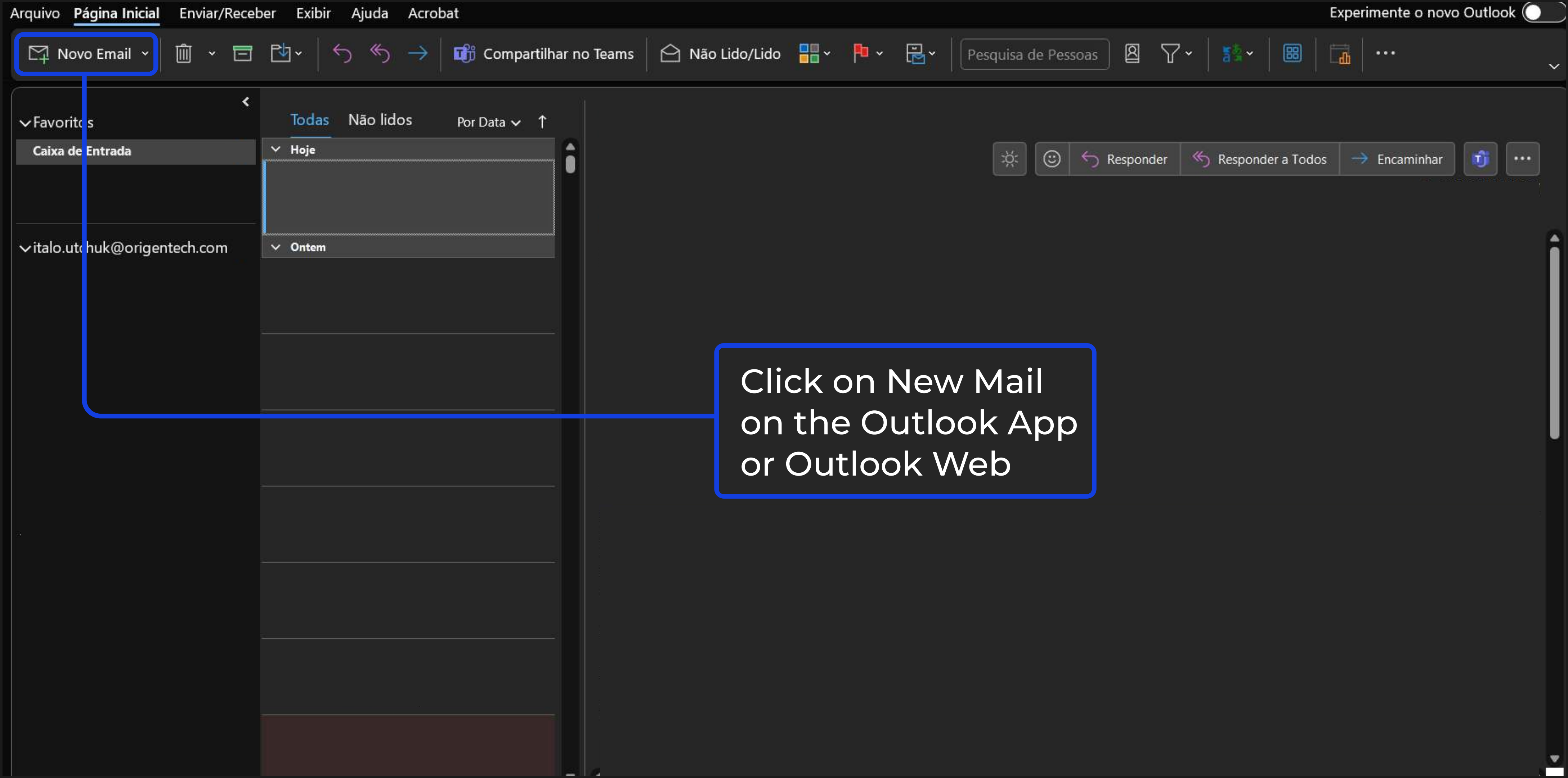
Select your signature where you saved it in step 4



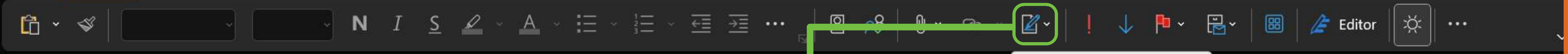
Click on convert to JPG



Click on Download



Click on New Mail on the Outlook App or Outlook Web



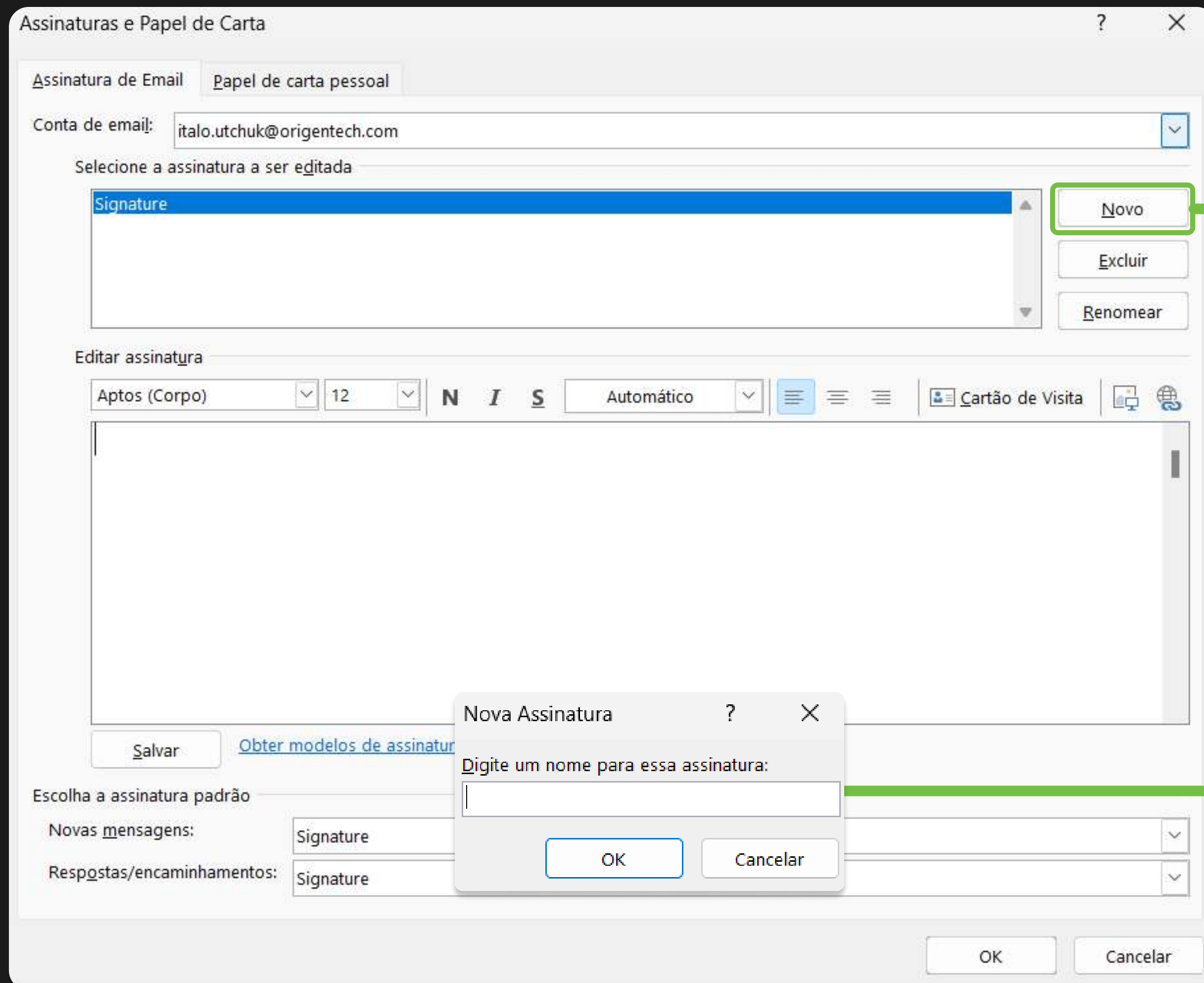
Para

Cc

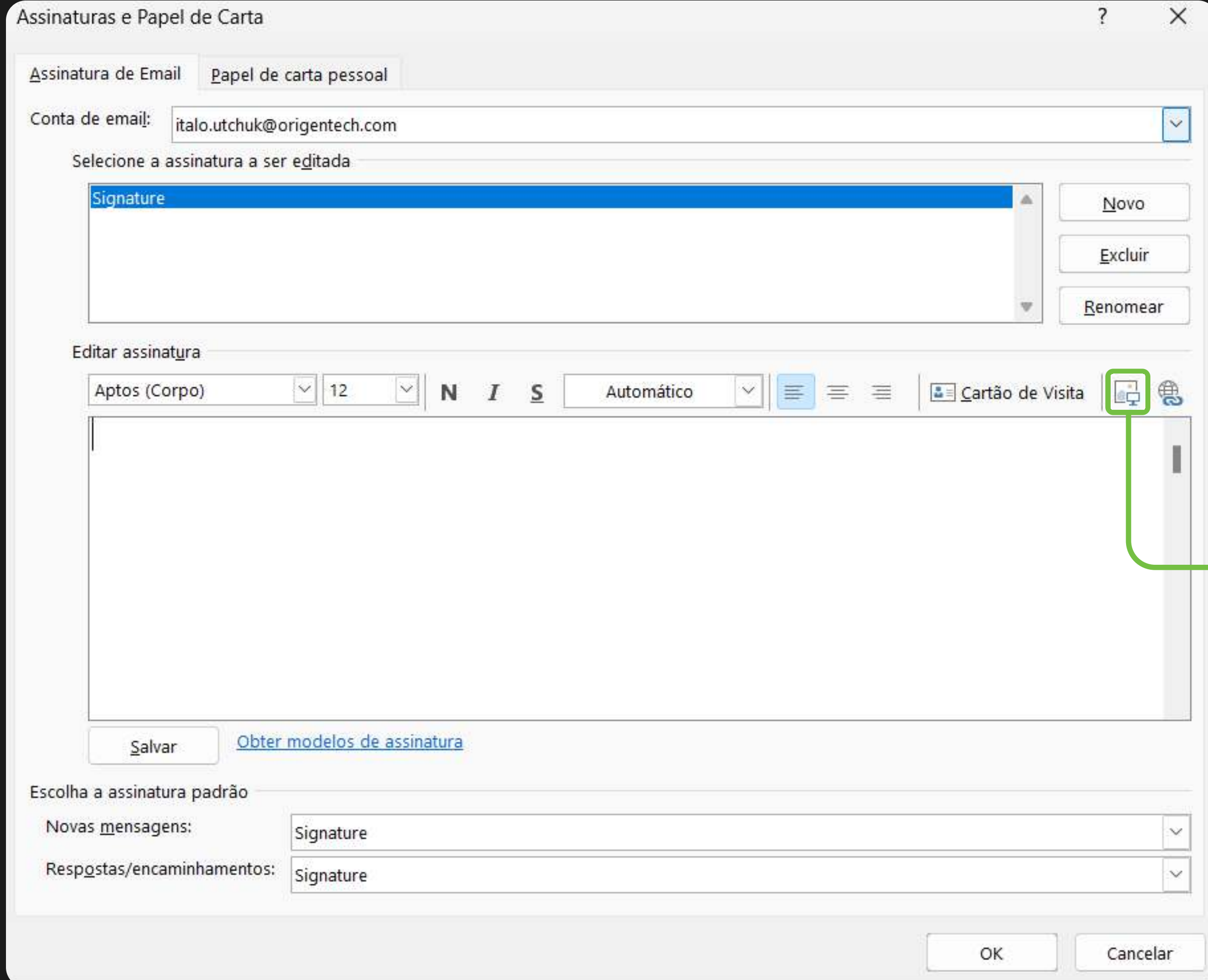
Assunto

Assinatura
Anexar uma de suas assinaturas de email a esta mensagem.

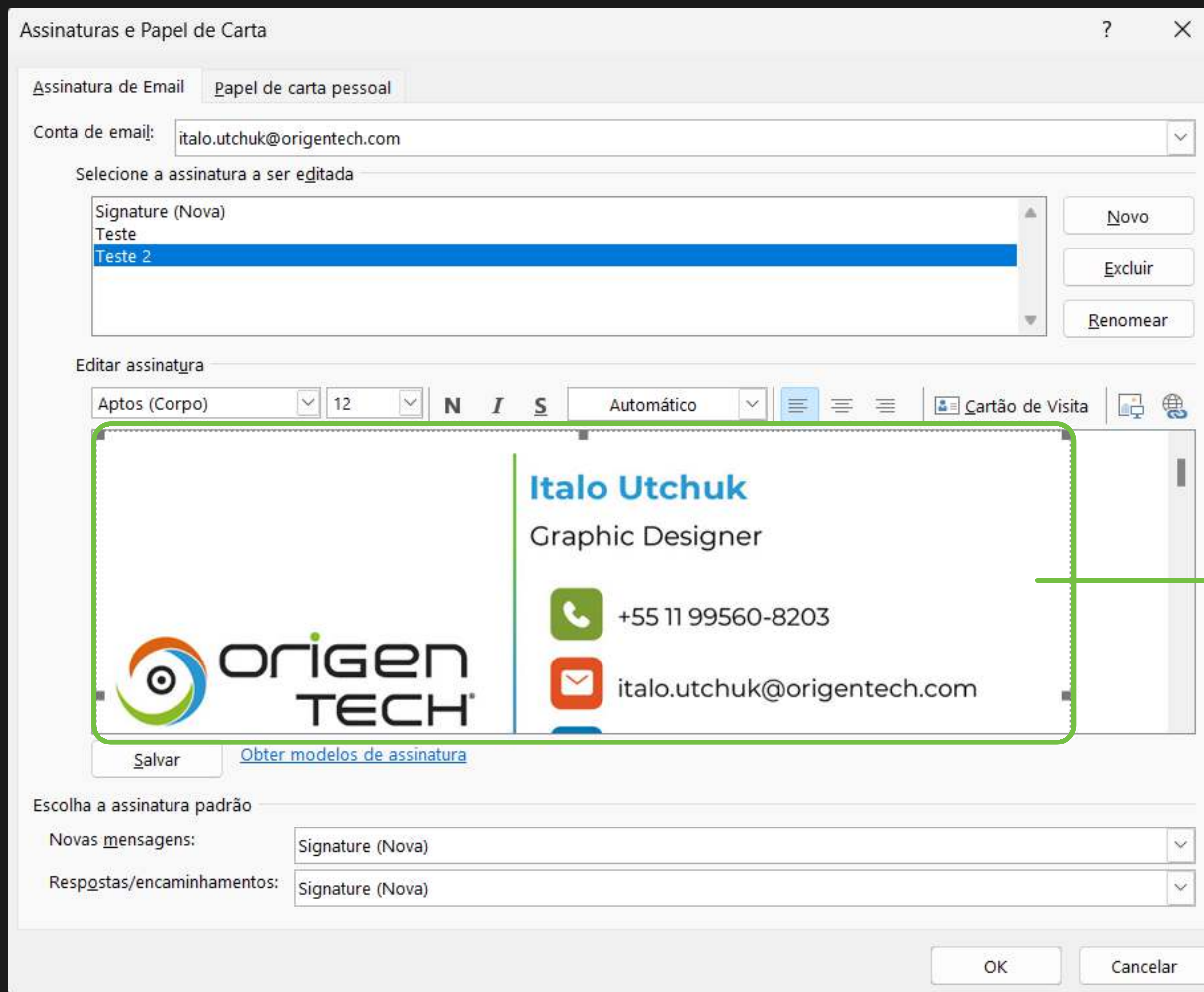
Click on the email signature icon



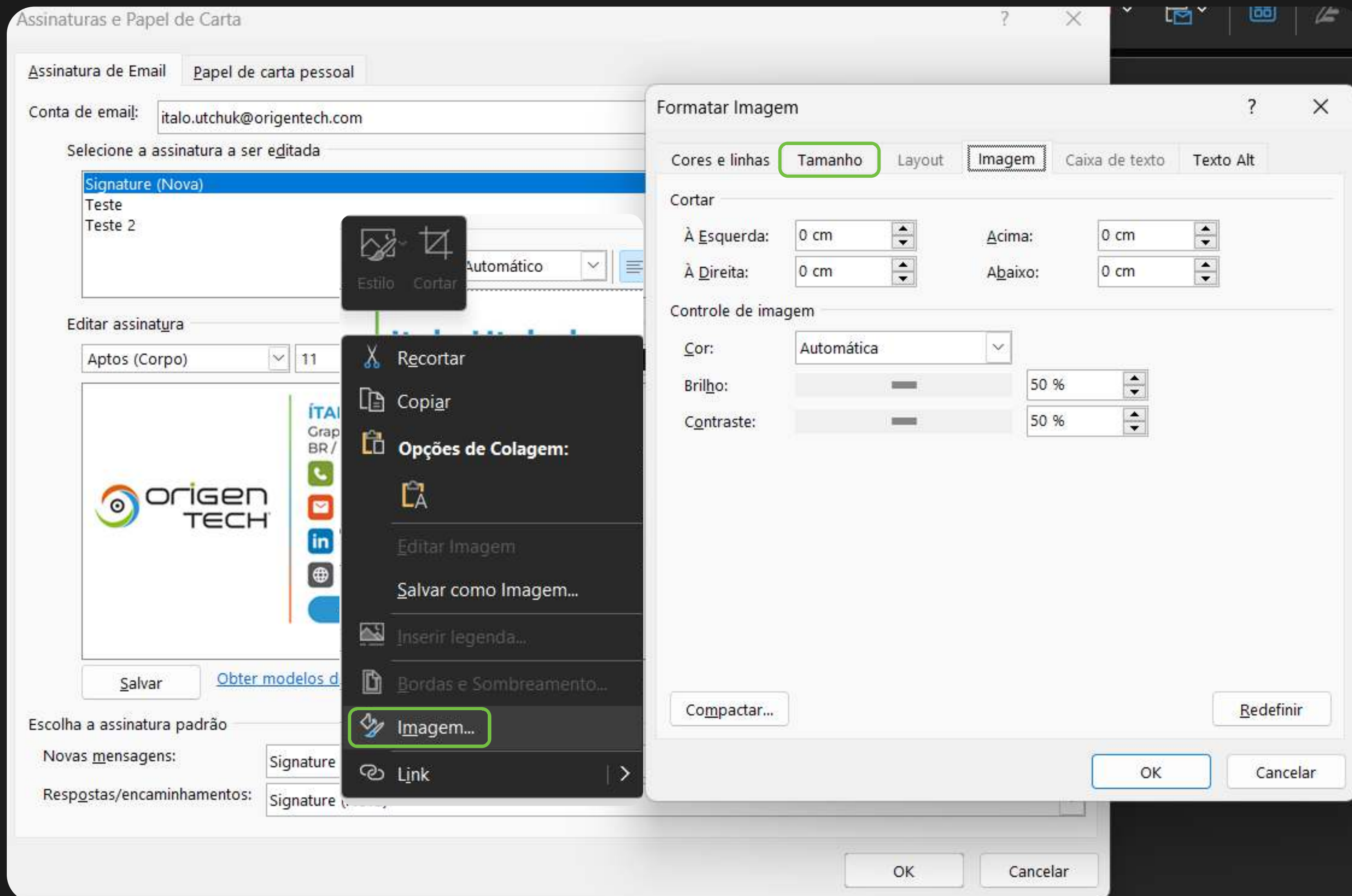
Click NEW and give your signature a name



Click on the image icon and select your JPG signature that you saved in step 7.



When you add your signature, if you notice that it's too big, you'll need to make it smaller.



Left-click on your signature and click on image. Then click on size.

Assinaturas e Papel de Carta

Assinatura de Email | Papel de carta pessoal


Conta de email: italo.utchuk@origentech.com

Selecione a assinatura a ser editada

- Signature (Nova)
- Teste
- Teste 2**

Editar assinatura

Aptos (Corpo) | 12 | N I S Automático



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Escolha a assinatura padrão

Novas mensagens: Signature (Nova)

Respostas/encaminhamentos: Signature (Nova)

Formatar Imagem

Cores e linhas | Tamanho | Layout | Imagem | Caixa de texto | Texto Alt

Altura

- Absoluta 8,47 cm
- Relativa

em relação a Página

Largura

- Absoluta 15,58 cm
- Relativa

em relação a Página

Girar

Rotação: 0°

Escala

- Altura: 58 %
- Largura: 40 %**
- Fixar proporção
- Relativo ao tamanho original da imagem

Tamanho original

Altura: 14,71 cm | Largura: 27,09 cm

Redefinir

OK Cancelar

After clicking on size, change the width scale to 40% and click ok

Assinaturas e Papel de Carta

Assinatura de Email | Papel de carta pessoal

Conta de email: italo.utchuk@origentech.com

Selecione a assinatura a ser editada


Signature

Novo
Excluir
Renomear

Editar assinatura

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Cartão de Visita



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Escolha a assinatura padrão

Novas mensagens: Signature

Respostas/encaminhamentos: Signature

OK Cancelar

Leave these two boxes marked with the name you gave your signature

Assinaturas e Papel de Carta

Assinatura de Email | Papel de carta pessoal

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Selecione a assinatura a ser editada

Signature (Nova)

Novo
Excluir
Renomear

Editar assinatura

Aptos (Corpo) 11 N I S [Redacted] [Icons] Cartão de Visita [Icon]



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Escolha a assinatura padrão

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Respostas/encaminhamentos: Signature (Nova)

OK | Cancelar

Click on this icon and add the hyperlink: <https://linktr.ee/origentech> on your signature

Click on **SAVE** and then **OK**

Assinaturas e Papel de Carta

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Signature (Nova)

Novo
Excluir
Renomear

Editar assinatura

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Escolha a assinatura padrão

Novas mensagens: Signature (Nova)

Respostas/encaminhamentos: Signature (Nova)

OK | Cancelar

Click on this icon and add the hyperlink: <https://linktr.ee/origentech> on your signature

Click on **SAVE** and then **OK**

