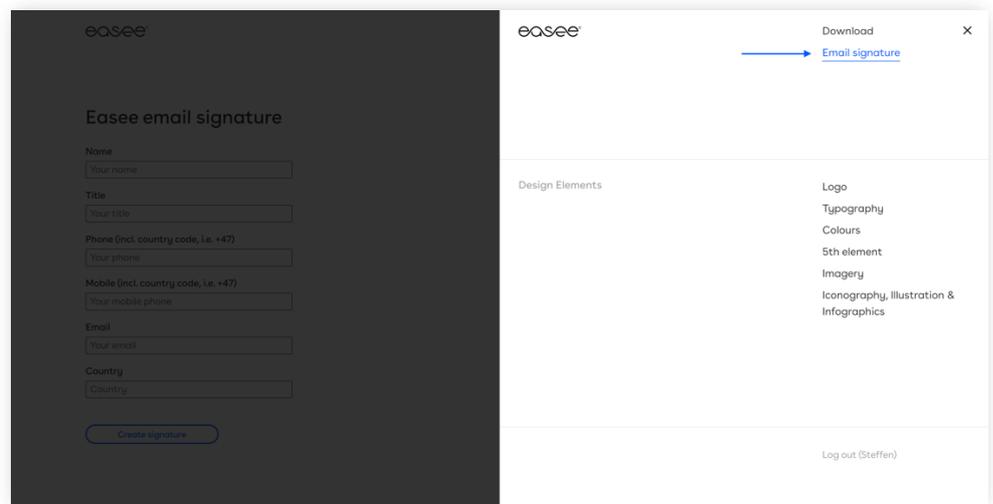


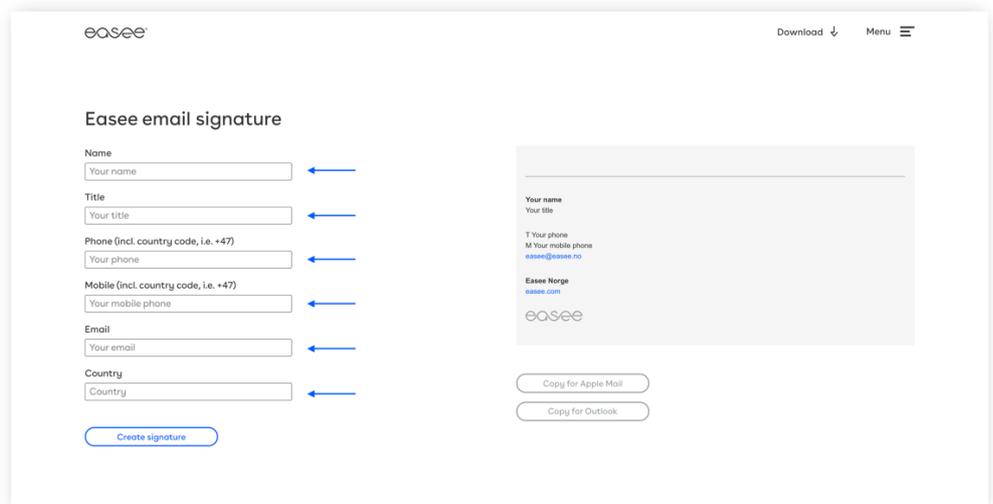
Easee Email signature guide

This guide will take you through how to generate and setup your Easee email signature with Apple Mail and Microsoft Outlook.

1. Go to www.easee.com/brand/email-signature/ or locate it from the right top menu.



2. Fill in your contact information.



3. Press "Create signature" to generate it in the grey area on the right side. Now select the copy option below for the email program you are using.

eassee® Download ↓ Menu ☰

Eassee email signature

Name
Steffen Melgaard

Title
Chief Design Officer

Phone (incl. country code, i.e. +47)
+47 97026699

Mobile (incl. country code, i.e. +47)
Your mobile phone

Email
steffen@eassee.com

Country
Norway

Create signature

Steffen Melgaard
Chief Design Officer
T +47 97026699
steffen@eassee.com
Eassee Norway
eassee.com
eassee

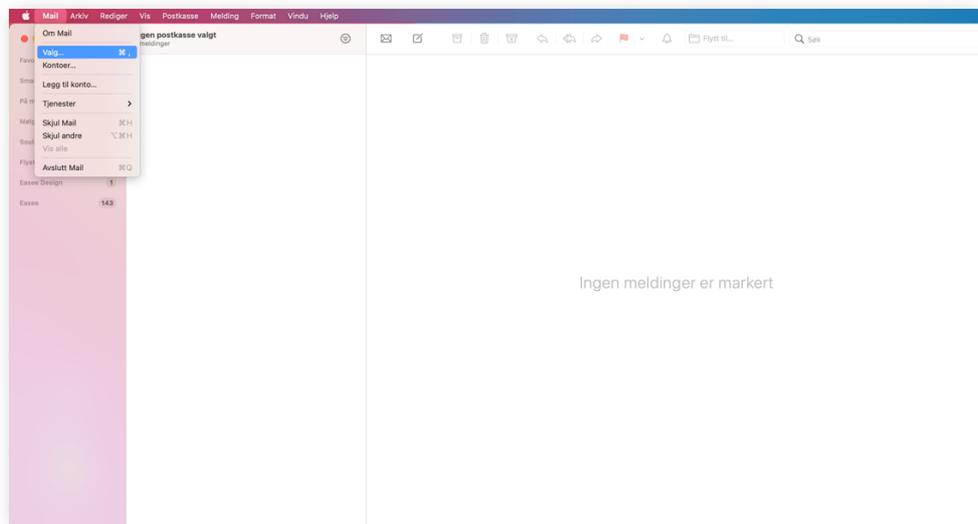
Copy for Apple Mail

Copy for Outlook

4. Open your Email service / program.
 - a. Apple Mail go to [Page 3](#)
 - b. Microsoft Outlook go to [Page 5](#)

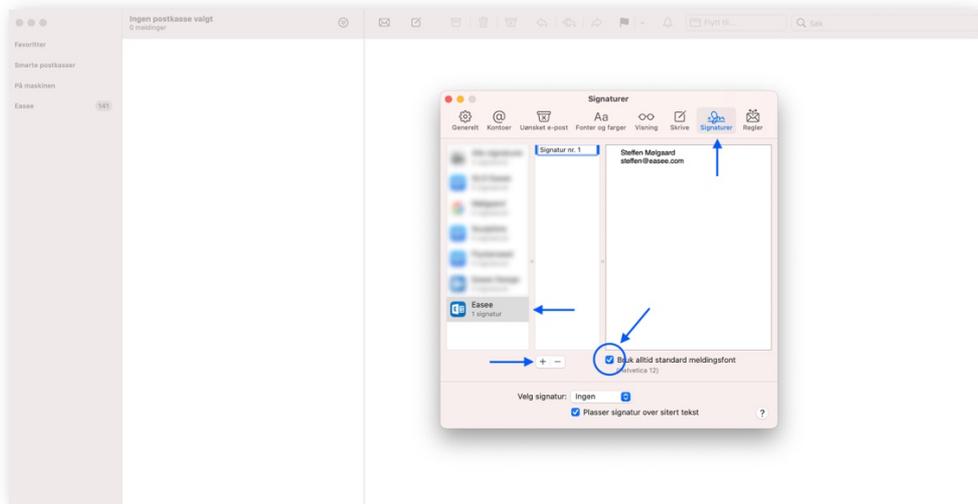
Apple Mail guide

1. Open Apple Mail and access "Preferences / Valg" in the Mail tap.

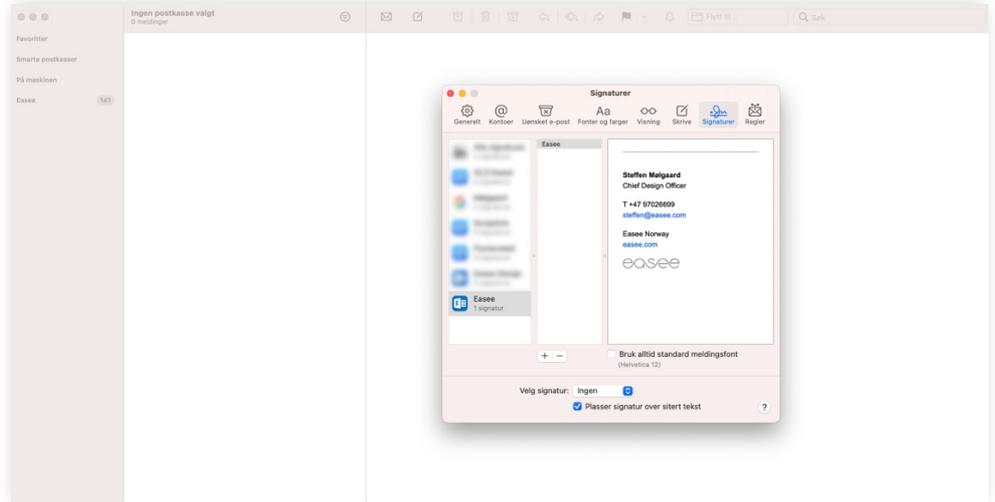


2. Press "Signature" in the top and select your Easae mail in the left panel. Now press + to create a new signature.

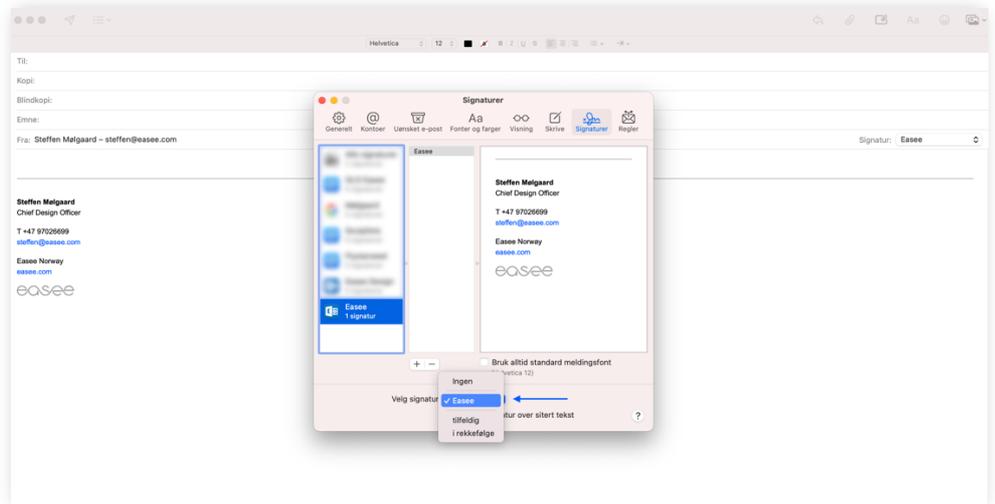
NOTICE! Remember to uncheck "Always match my default messages font / Bruk alltid standard meldingsfont".



3. Delete the pre-written text in the right text window and copy in the signature by pressing "Command + V" on your keyboard.



4. If you want the signature to be added automatically when creating a new Email, you can select it in the dropdown below.



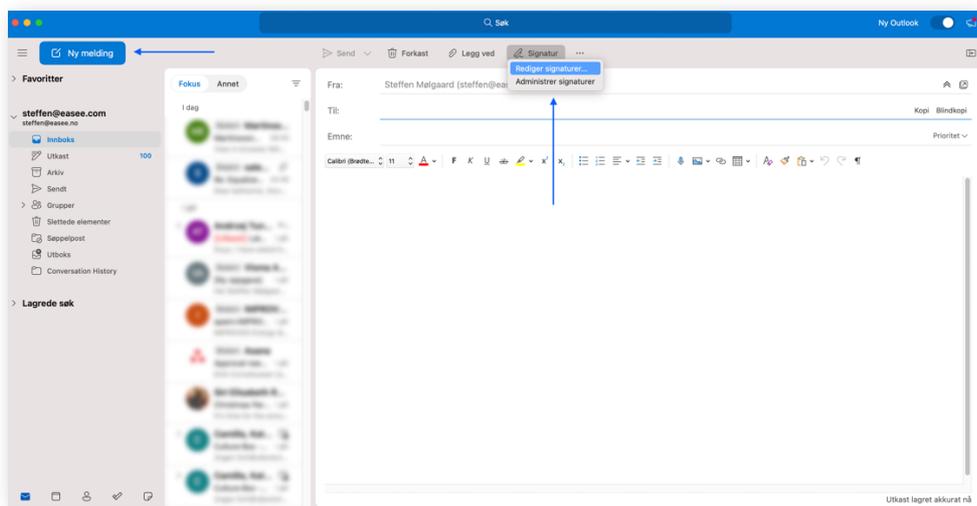
All done! 😊

If you have any trouble don't hesitate to contact Easee IT:

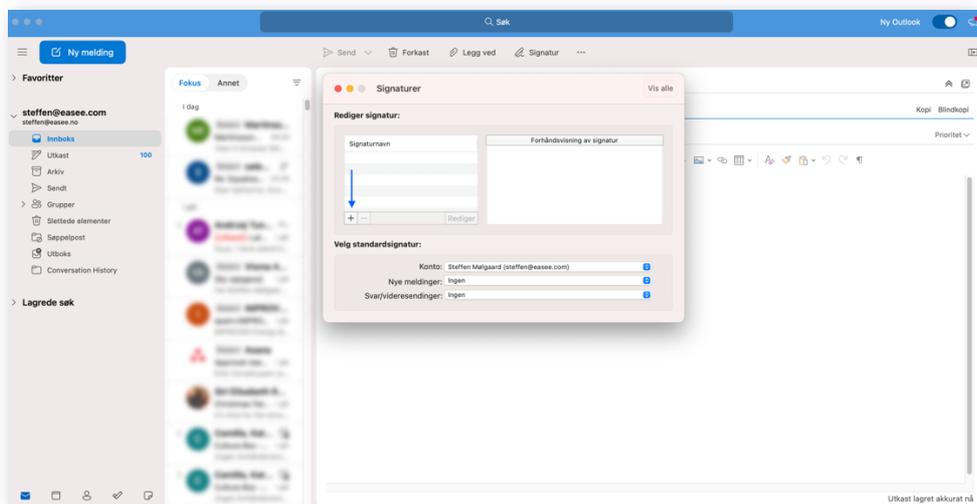
it@easee.com

Microsoft Outlook guide

1. Open Microsoft Outlook and create a new Email. Now press the "Signature" tap above.

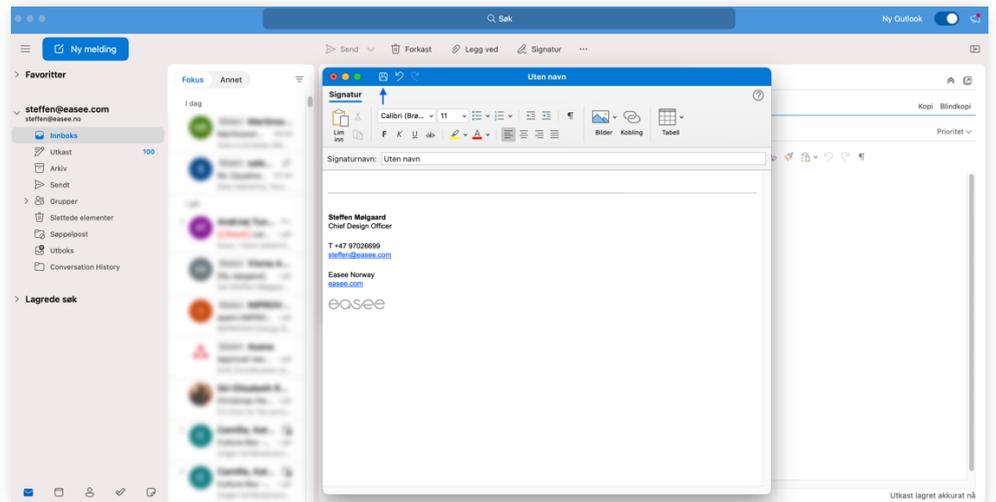


2. Press the + icon to create a new signature.

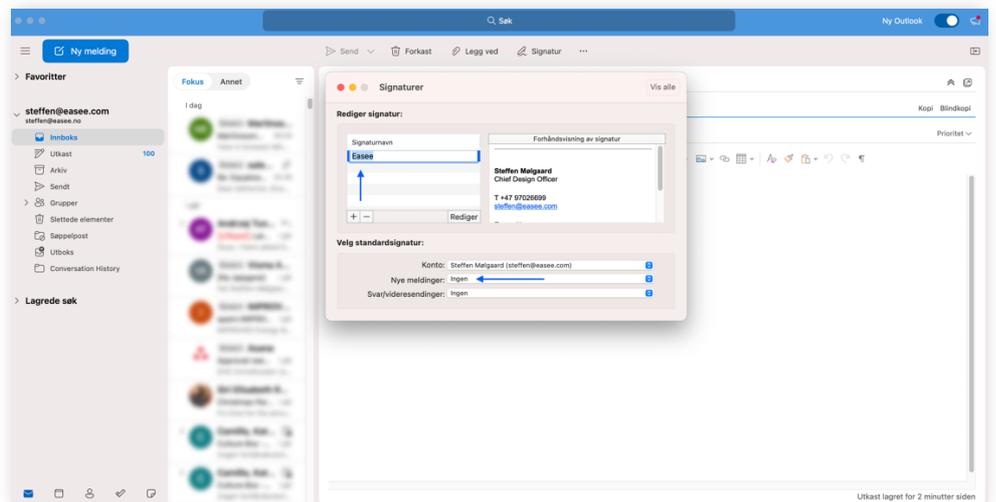


3. Select the white text window and copy in the signature by pressing the "Ctrl key + V" on your keyboard. Then press the Save icon in the top and close the window.

NOTICE! Remember to use the "Copy to Outlook" button from signature generator.



4. Now you can name the new signature. If you want the signature to show automatically when creating a new Email, select it in the dropdown "New messages / Nye meldinger" below.



All done! 😊

If you have any trouble don't hesitate to contact Eassee IT:

it@eassee.com