

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.

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2. Fill in your contact information.

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Email Your email	→ □	eusee	
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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.

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Easee email signature				
Name				
Steffen Mølgaard				
Tiala				
Chief Design Officer		Steffen Mølgaard Chief Design Officer		
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Phone (incl. country code, i.e. +47)		1 +47 9/020699 stoffen@easee.com		
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Create signature				

- 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 Easee 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".





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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.

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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 Easee IT: it@easee.com