

How to change your email signature

The LPI standard signature:

[local language] / Kind regards / [any other of relevance]

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Leadership Pipeline Institute

www.lp-institute.com Follow us on LinkedIn

[legal disclaimer]

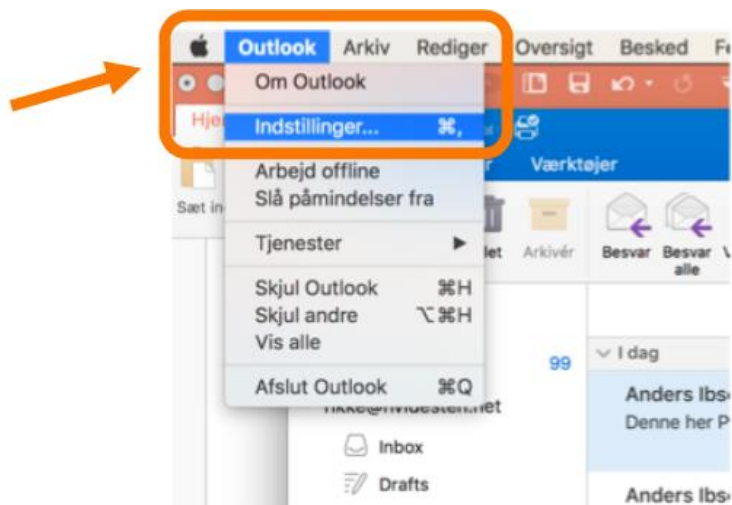
How to change your email signature – PC

Since, this can be done in quite a few ways depending on your version and platform, I have inserted links.

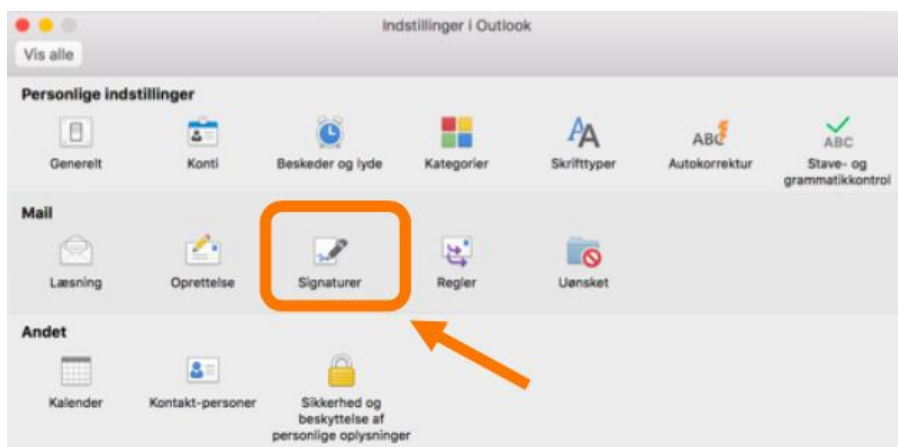
1. Outlook → [Guide](#)
2. Webmail → [Guide](#)
3. Mail for Windows 10 → [Guide](#)

How to change your email signature – MAC, Outlook

1. Go to "Outlook" in the top left corner and press "settings"



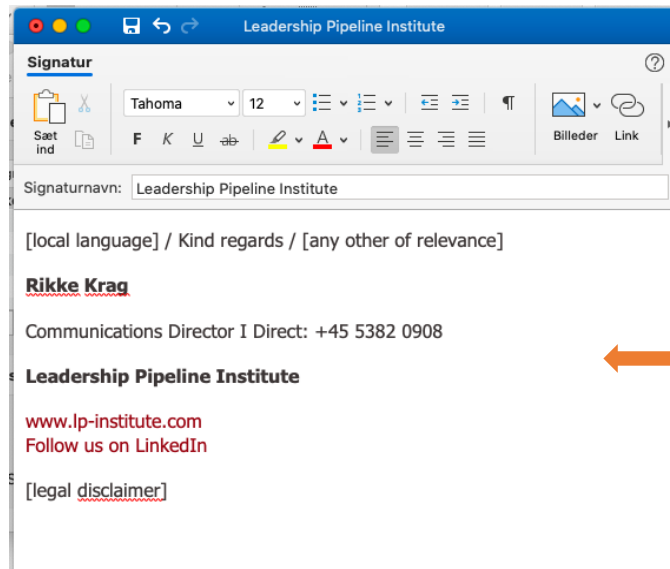
2. Press "Signatures"



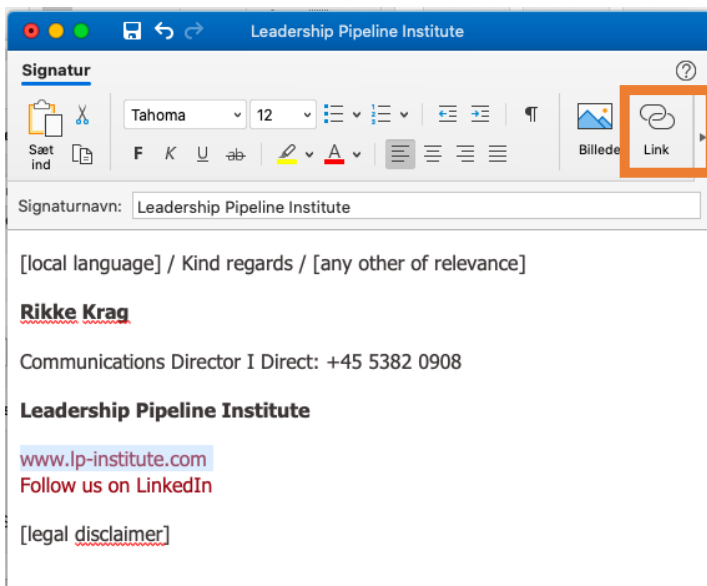
3. Press "+"



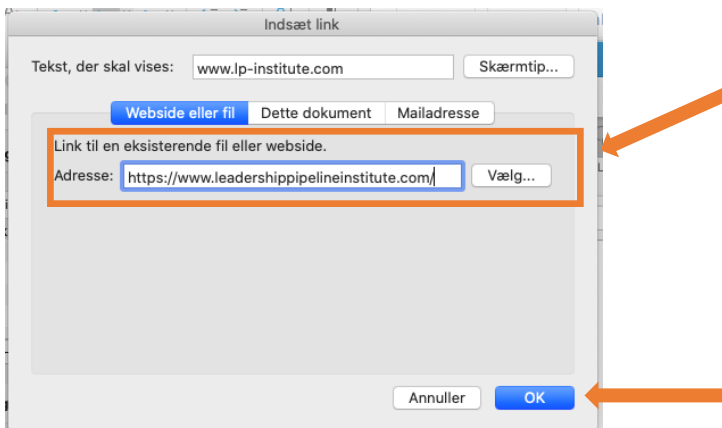
4. Paste signature into text box



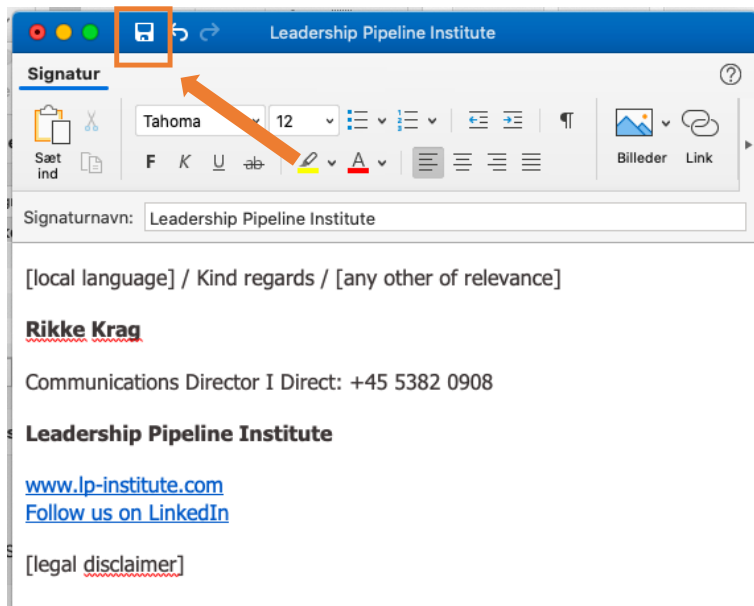
5. Add links: mark the link text and press "link"



6. Add website: <https://www.leadershipelineinstitute.com/> and click "OK".



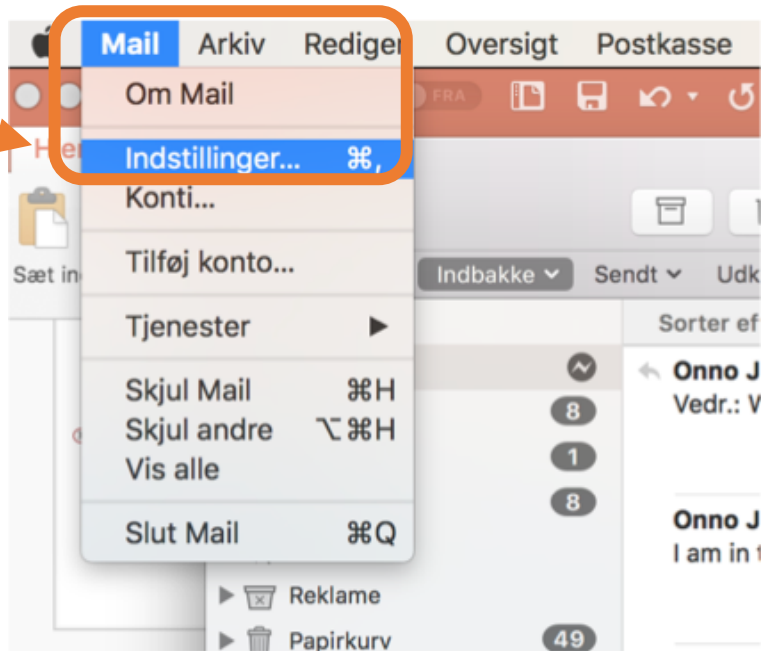
7. Add link to LinkedIn: Follow step 5 & 6 again and use link:
<https://www.linkedin.com/company/leadership-pipeline-institute/>
8. Click at the save icon, and close the window



You are now done setting up your LPI signature.

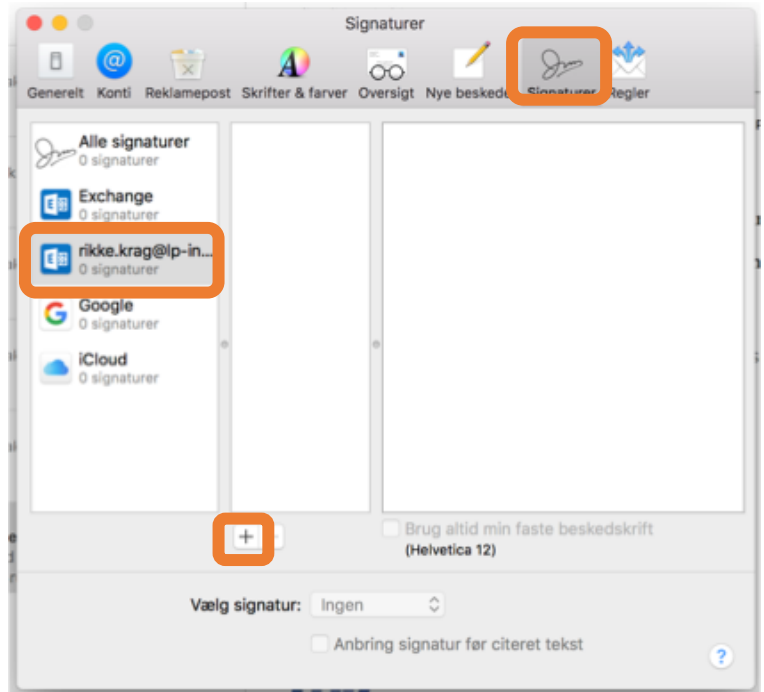
How to change your email signature – MAC, Mail

- 1 Go to "Mail" in the top left corner and press "settings"



- 2 Click "Signatures" in the top menu.

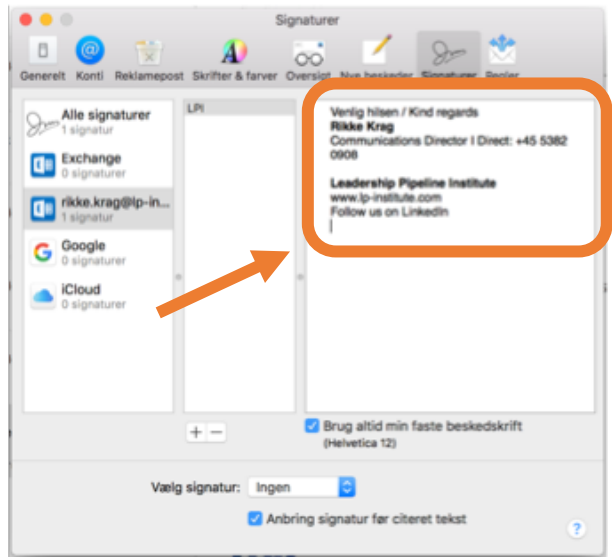
Choose your LPI email address



Click the plus sign

How to change your email signature – MAC, Mail

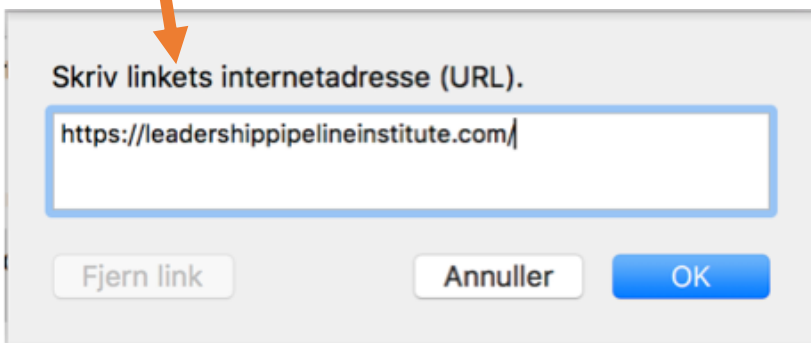
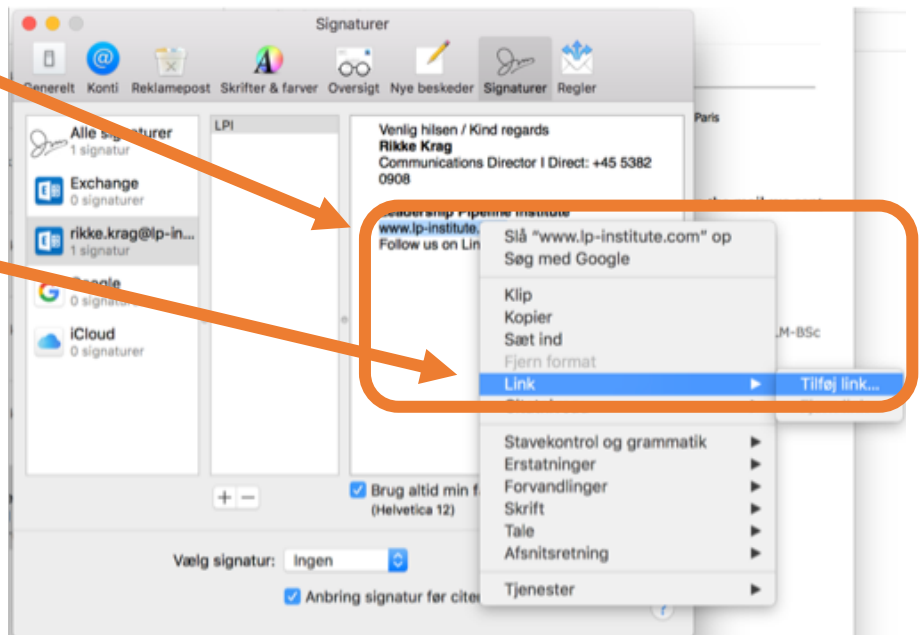
- 3 Paste the signature into the text field in the right side.
Bold the text as in shown in the standard signature



- 3 Mark the first link www.lp-institute.com,

right click, go to link → add link.

A new window opens. Paste the link to the website directly from your browser. Click OK.

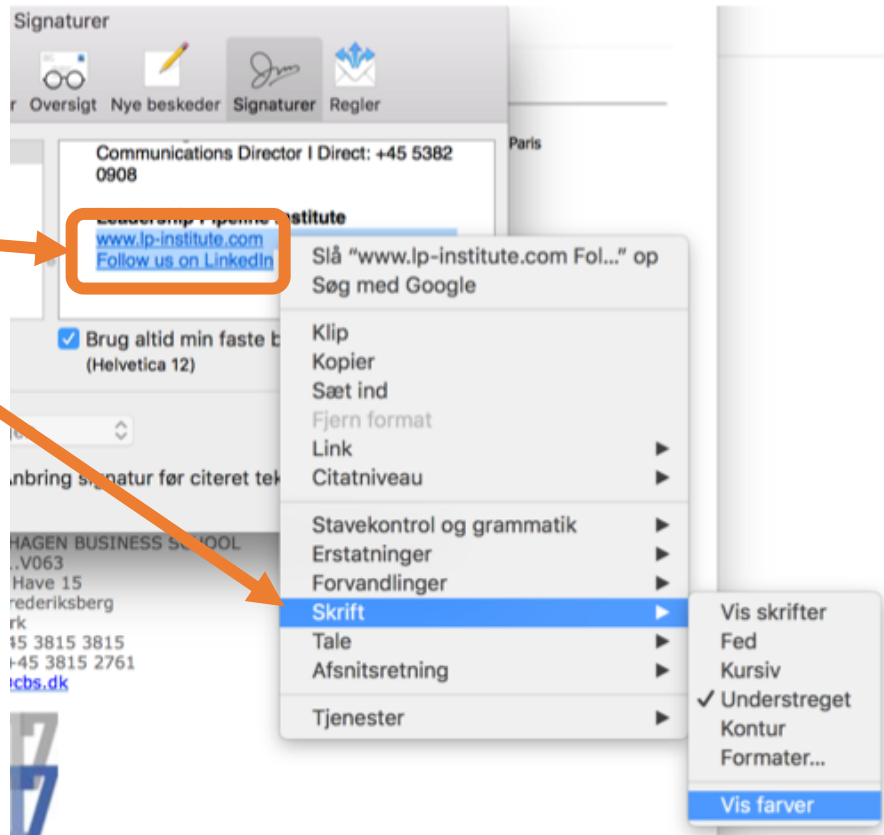
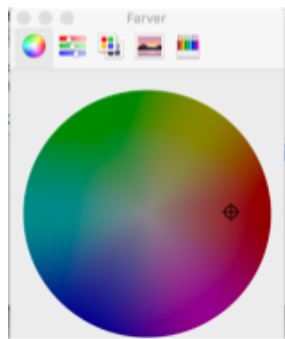


- 4 Do the same with the link to the LPI LinkedIn page.

How to change your email signature – MAC, Mail

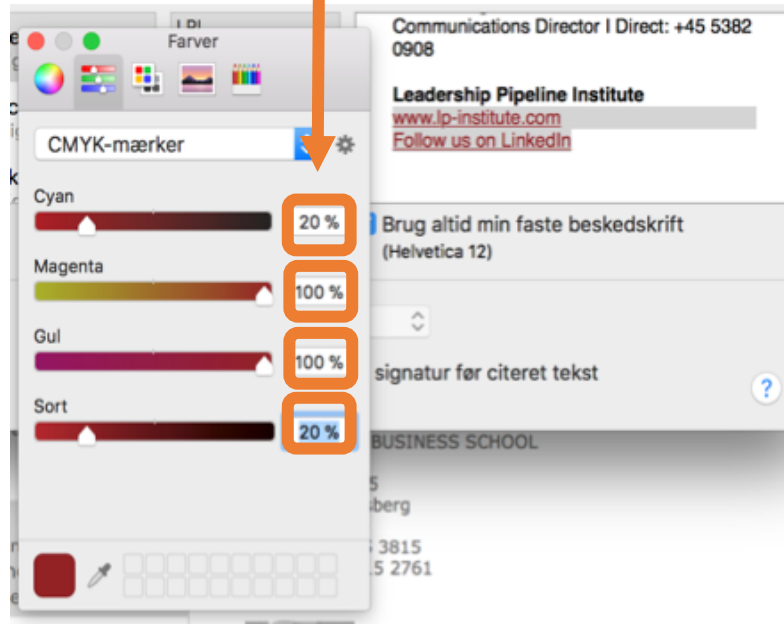
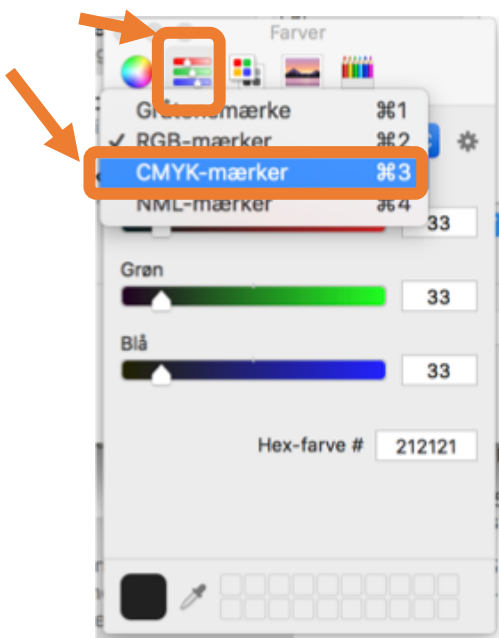
5 Mark the two links
right click, go to font →
colors and click it

A new window opens



6 Go to the second menu in the top
bar and choose CMYK from the
drop down menu

7 Change numbers as below: 20,
100, 100, 20. Your links are now
LPI red.

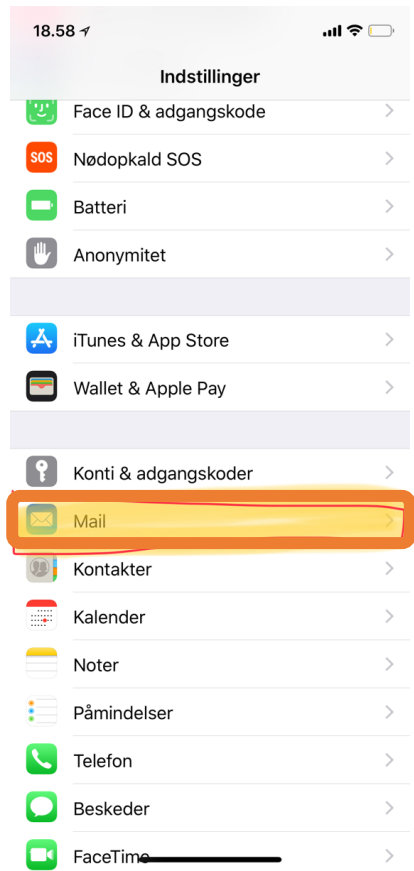


You are now done setting up your LPI signature.

How to change your email signature – iPhone

1 Go to the Settings app and scroll down to “Mail” and click it.

2 Scroll down to the bottom and click “signature”



3 Click “per account” and add your personal signature to your LPI email account.

