

requirements and determinations

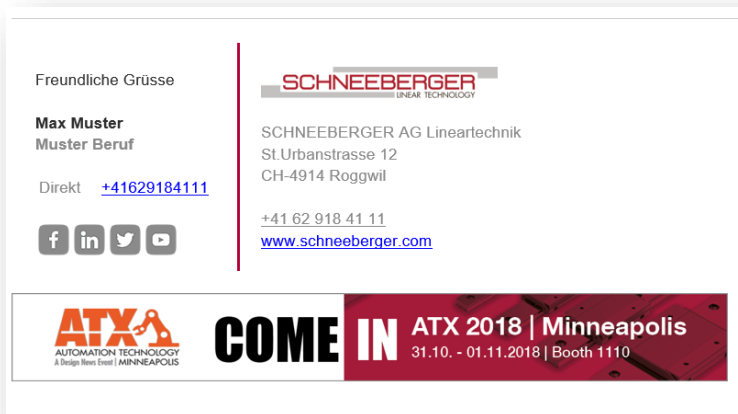
Internet access, Outlook installed

Description

This document explains step by step how to create an e-mail signature for Outlook with the SCHNEEBERGER Signature Generator.

You need four installation steps to perform

1. First step: Create signature in Outlook see in chapter 1. Or create a signature in Foxmail for users without Outlook in chapter 1.1.
2. Second step: Fill in the data in the signature generator - see in chapter 2.
3. Third step: Insert the HTML generated signature. Chapter 3.
4. Finally at the end check the result in Outlook - here the signature should be available now. See Chapter 4.



Purpose and scope

The aim is to provide a uniform image for both external and internal e-mail traffic. The signature generator is used by all SCHNEEBERGER companies including A.MANNESMANN and Werotec. This means that no unnecessary attachments are sent along with e-mail forwarding.

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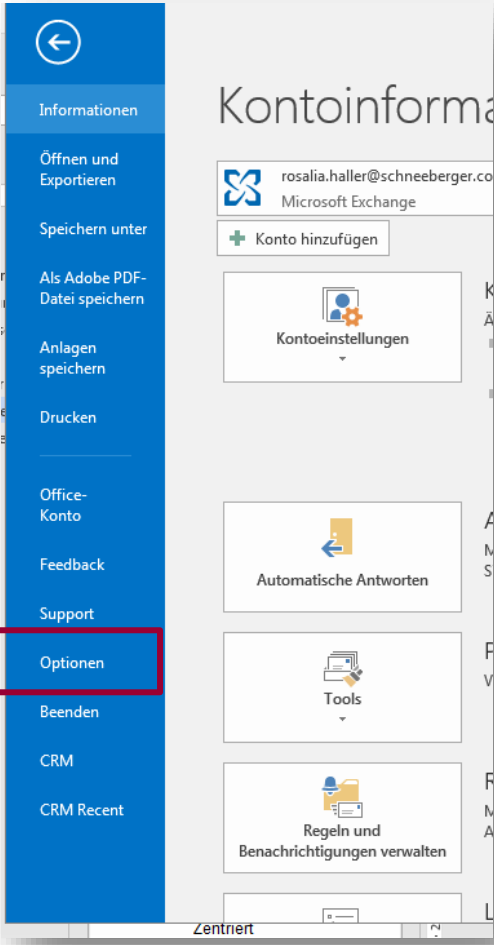
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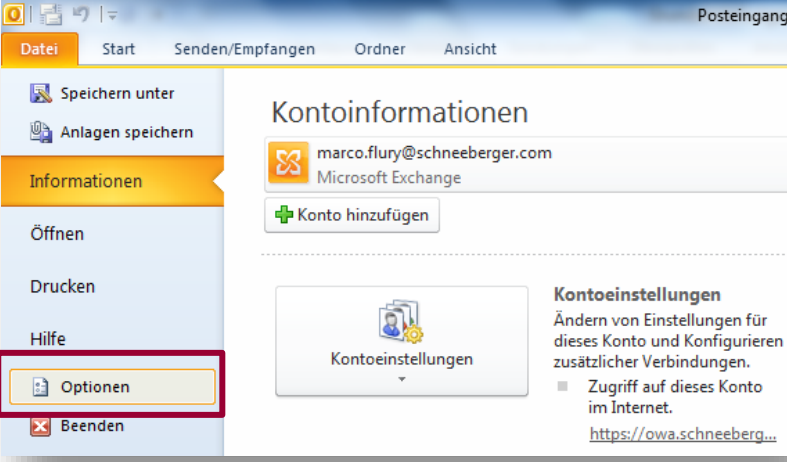
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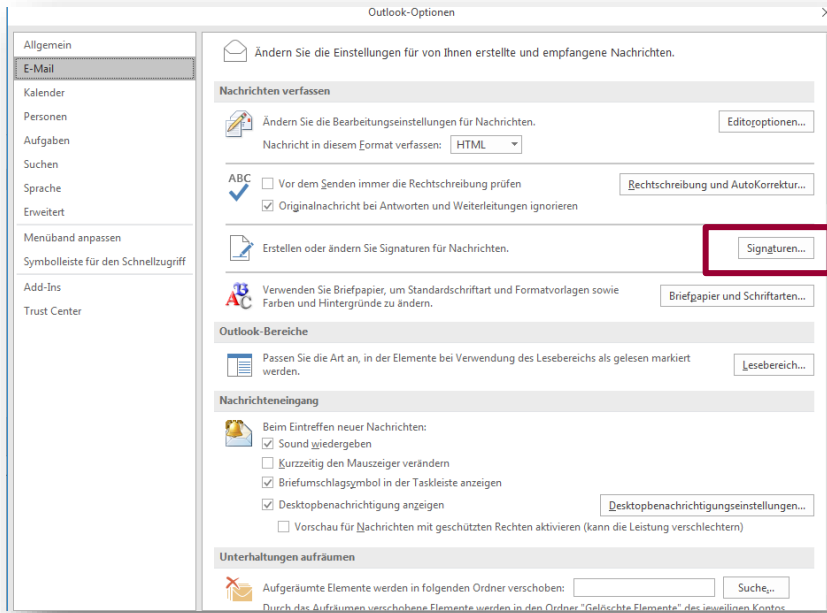
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1 First step: Generate the signature in Outlook

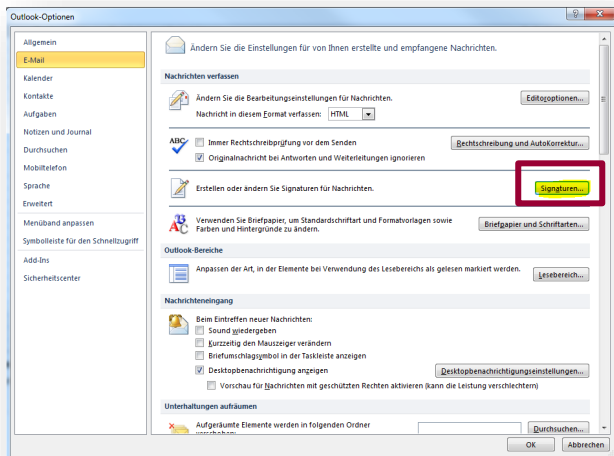
	<p>Office 10</p> <p>Open the outlook an click on “file” in the upper left corner, after that click on “options”.</p>
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	<p>Office 7</p> <p>Open the outlook an click on “file” in the upper left corner, after that click on “options”.</p>
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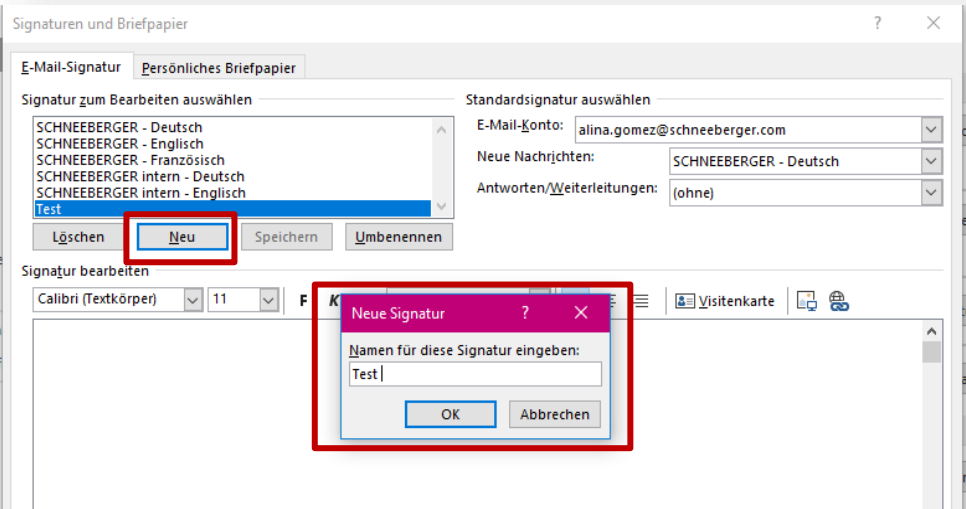
Office 10

Click on "Mail" and "signatures".



Office 7

Click on "Mail" and "signatures".

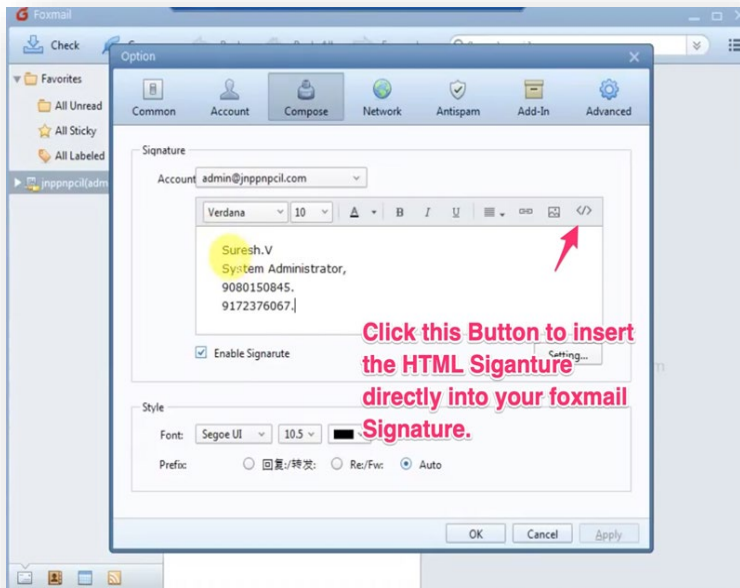


Click on “New” and type in the name of your Signature
Please do not fill in anything else beside the name of the signature. **Do not**
past the copied code in yet.



Click okay and close your Outlook.

1.1 Create signatur in Foxmail (only for user that don't have outlook)



By Foxmail you should be able to paste the signature directly into it.

2 Second step: Creating a signature in Outlook

<p>V</p> <p>Here you are able too see the preview of your signature. (example: long signature with exhibiton banner)</p> <p>Explanation of icons: Copy: see on page 8 Save: see on page 9</p>	<p>Open following link: http://www.schneeberger.com/signature2018</p> <p>Choose and fill in the mandatory fields/Basic data: location, language, name, lastname and position.</p> <ul style="list-style-type: none">• If nothing is specified in the Phone, Mobile, Fax and E-mail fields, nothing is displayed either. <p>Do you have an additional address? So fill in the additional fields.</p> <p>This is an e-mail signature, it won't make any sense if you put your own e-mailaddress on it, because the receiver already gets the address when he receives the e-mail from you. If you have an alternative e-mail address such as info-ch@schneeberger.com then you can use it.</p> <p>Under «Choose Banner» you can select the desired exhibition banner for the appropriate trade fair. The exhibiton banner and event announcement will be created by CCO.</p>
<p>Signature with Banner Signature without Banner Short Signature Minimal Signatur</p>	<p>Scroll down to choose your signature. You are able to choose between 4 different signatures.</p>

2.1 4 versions of the e-mail signature

2.2 Signature with advertisement: Exhibiton banner

Freundliche Grüsse / Best regards

Max Mustermann
Musterposition

Direkt +41 62 918 13 12
Mobil +41 79 918 13 12



SCHNEEBERGER AG Lineartechnik
St. Urbanstrasse 12
CH-4914 Roggwil

+41 62 918 41 11
www.schneeberger.com/schweiz



The exhibitor banner and event announcement will be created by CCO.
For every new exhibition you must choose the new banner

2.3 Signature without the Exhibition banner

Freundliche Grüsse / Best regards

Max Mustermann
Musterposition

Direkt 41 62 918 13 12
Mobil 41 79 918 13 12



SCHNEEBERGER AG Lineartechnik
St. Urbanstrasse 12
CH-4914 Roggwil

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www.schneeberger.com/schweiz

2.4 Short signature

Can also be entered directly in Outlook as an alternative

Max Mustermann, Musterposition SCHNEEBERGER AG Lineartechnik, CH-4914 Roggwil, Switzerland

2.5 Very short signature (mostly for internal usage)

Can also be entered directly in Outlook as an alternative

Freundliche Grüsse / Best regards
Max Mustermann

Position

Telephone +41 xx xxx ...

Mobile +41 xx xxx ...

Fax +41 xx xxx ...

E-Mail

Mobile +41 79 000 00 00

+41 62 918 41 11

www.schneeberger.com

30BIEMH **COME IN BIEMH 2018 | Bilbao**
28.05. - 01.06.2018 HALL B | Booth C.22

Copy **Save** **Manual**

Copy Signatur 1)

Please copy this code to your Outlook Signature...

Signature with Banner Signature without Banner Short Signature Minimal Signatur

```
<br><br><table width="100%" style="border-top-color: rgb(204, 204, 204); border-top-width: 1px; border-top-style: solid; min-width: 100%; border="0" cellpadding="0" cellspacing="0"><tbody><tr><td><div></div></td></tr></tbody></table><br><table width="700"><tbody><tr><td width="350" valign="top" style="padding: 0px 18px 9px; text-align: left; color: rgb(138, 138, 138); line-height: 18px; font-family: Arial, "sans-serif"; font-size: 13px; font-weight: normal;"><br><span class="i_greeting" style="color: rgb(46, 46, 46); font-family: Arial, "sans-serif";">Best regards</span><br><br><strong class="i_firstname" style="color: rgb(46, 46, 46);">Rosalia</strong> <strong class="i_lastname" style="color: rgb(46, 46, 46);">Haller</strong><br><strong class="i_position" style="color: rgb(138, 138, 138);">Head of Corporate Communications</strong><br><br><table class="telclass" style="text-align: left; color: rgb(138, 138, 138); line-height: 18px; font-family: Arial, "sans-serif"; font-size: 13px; font-weight: normal;"><tbody><tr class="directclass"><td width="45" style="padding: 0px;"><span class="tr" key="direkt">Direct</span></td></tr><tr><td width="45" style="padding: 0px;"><span class="i_telephone">+41 00 000 00 00</span></td><td width="45" style="padding: 0px;"><span class="tr" key="mobile">Mobile</span></td><td width="45" style="padding: 0px;"><span class="i_mobile">+41 00
```

3) or you mark with Ctrl A the whole text by yourself

2) here **Kopieren**

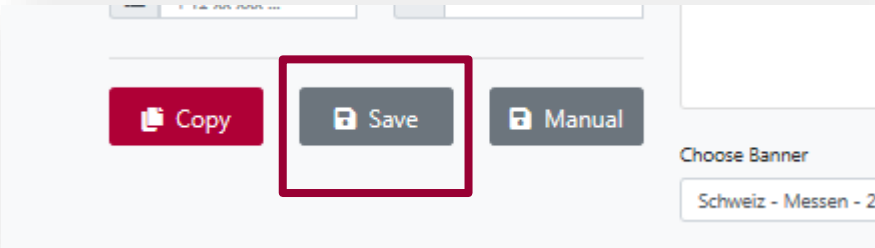
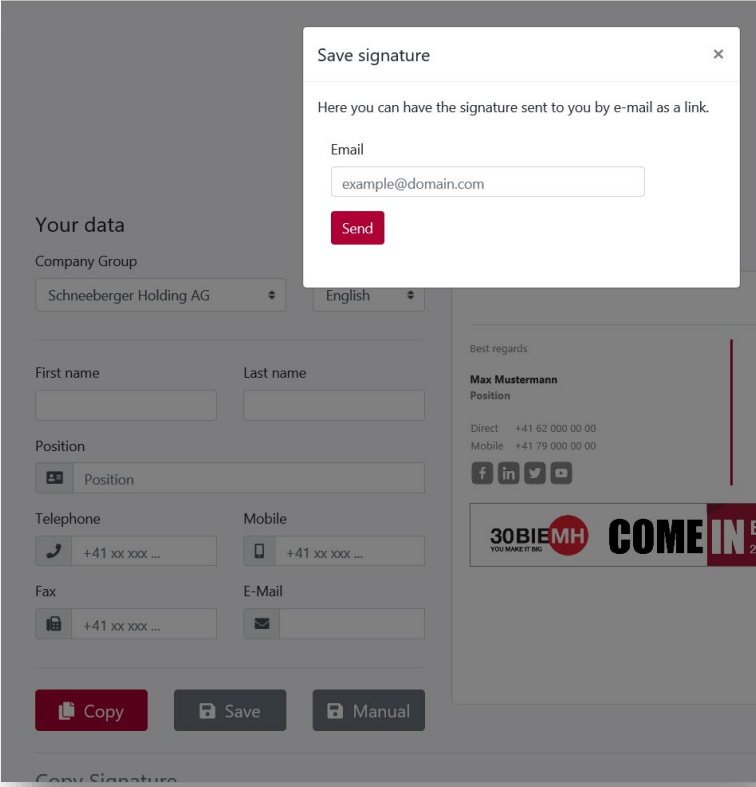
You are also able to install all 4 versions of the signature.

If you want more than one signature then please repeat the process with the favorite signature/language.

When you have finished creating the signature, click on "Copy" below. Can be done in **three** ways.

- 1) The link can be copied with the "Copy" button.
- 2) The link can be marked with Ctrl + A and then copied with Ctrl + V .
- 3) The link can also be copied with the grey button *copy*.

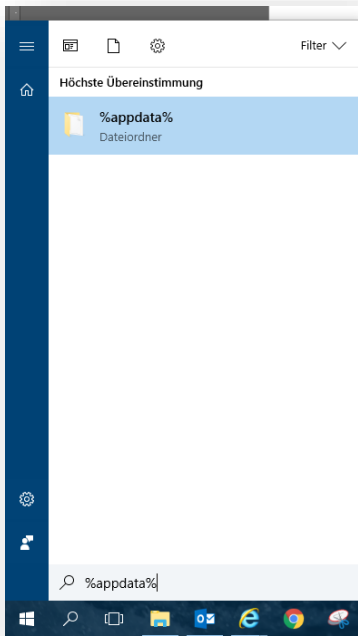
The source code is in the cache, not the signature itself.

	<p>You can send the signature by e-mail to you. Click on save.</p>
	<p>In case of a revision of the e-mail signature is the option to past the existing link. Advantages: all personal details are already there. Now for example you can choose a new exhibition banner.</p>

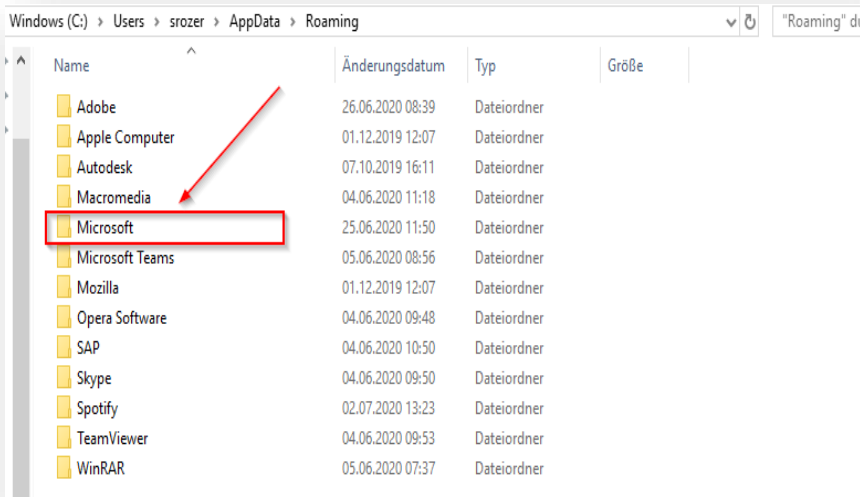
3 Third step: Insert the HTML generated signature



Push the windows key on your keyboard.



In your search field please fill in **%appdata%** and click enter.



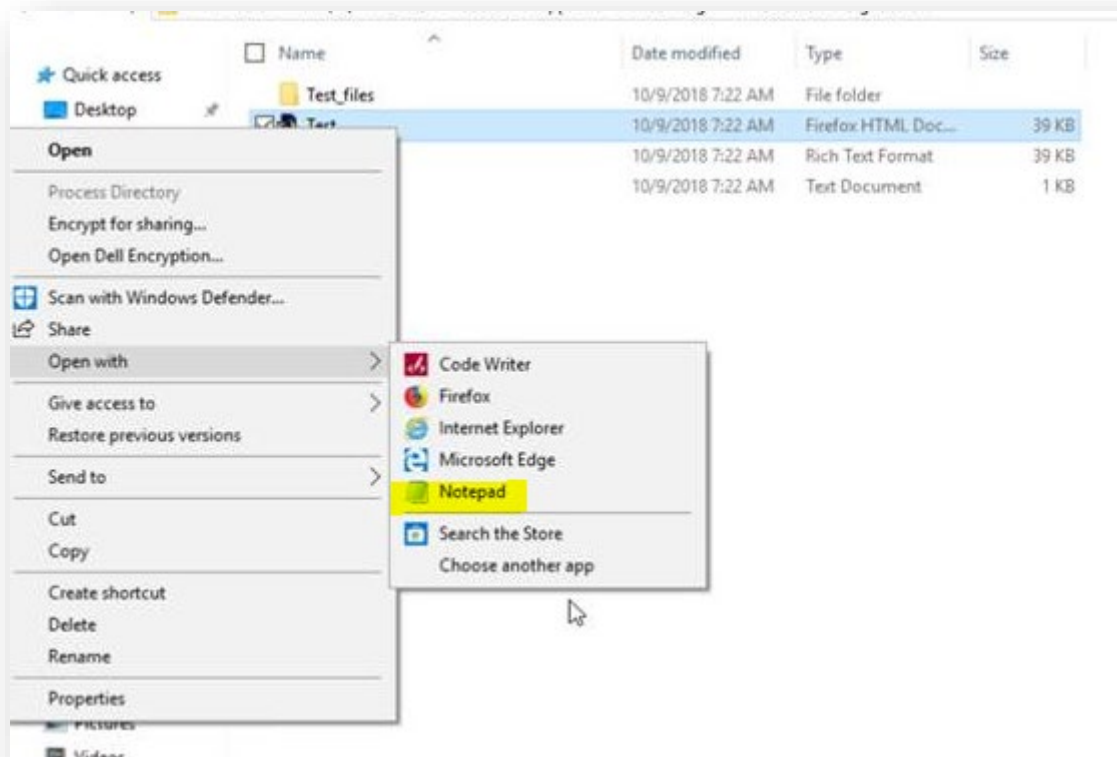
Open the folder **"Microsoft"**
Then open the **"signatures"** folder.

	SCHNEEBERGER intern - Englisch.txt	13.07.2017 14:23	Textdokument	1 KB
	Test .htm	24.09.2018 11:16	HTML-Dokument	39 KB
	Test .rtf	24.09.2018 11:16	Rich-Text-Format	38 KB
	Test .txt	24.09.2018 11:16	Textdokument	1 KB

Now in this folder is a htm file with the name of your signature that you created in your outlook.

Edit now your file with the Editor.

Right click on the file – open with “Editor”.

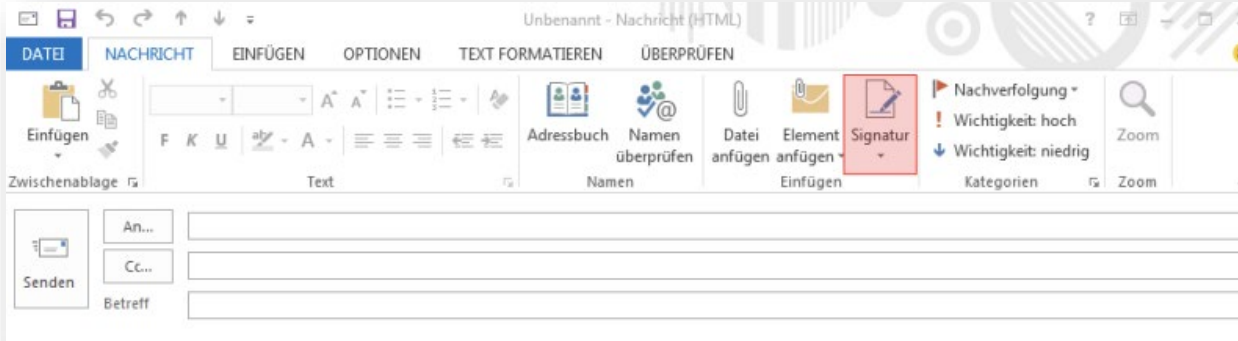


If you do not have the editor, choose Notepad.

Mark the whole code and delete it (Ctrl+A). After that please fill in your copied code, with ctrl+V or right click and insert.

Close the file.

4 Finally at the end the control in Outlook



Open the Outlook and test the signature. Open a new e-mail.

After that your signature should be shown in your e-mail



Finished 😊!

If you have any questions, please contact us (CCO team not IT department). We will gladly support you!

5 Mobile Signature

Remains the same signature

Instruction German https://sro-net.schneeberger-it.com/ms/Vorgaben/16/16_AA_005.pdf

Instruction English https://sro-net.schneeberger-it.com/ms/Vorgaben/16/16_AA_005E.pdf

6 E-mail signature TXT

Recipients who only have text settings will receive our email as follows:

In order to avoid this view, we (employees) would have to perform an additional survey for TXT programs. So we leave this implementation for now.

Best regards

Rosalia Haller
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Mobile

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[https://www.schneeberger.com/fileadmin/signatur_generator/facebook.png] (without link)

[https://www.schneeberger.com/fileadmin/signatur_generator/facebook.png]

[https://www.schneeberger.com/fileadmin/signatur_generator/linkedin.png]

[https://www.schneeberger.com/fileadmin/signatur_generator/twitter.png]

[https://www.schneeberger.com/fileadmin/signatur_generator/youtube.png]

[<https://www.schneeberger.com/fileadmin/mail-data/schneeberger-logo.gif>]

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www.schneeberger.com/schweiz

[https://www.schneeberger.com/fileadmin/signatur_generator/Banner_Messesignatur_ce.jpg]

nieren! ***

7 Acronyms and Terms

Acronyms

none

Terms

.htm Datei HTML Datei, welche Code enthält

Attachments

none

Reference Documents

Setting up iPhone signature EN https://sro-net.schneeberger-it.com/ms/Vorgaben/16/16_AA_005E.pdf

Document History

Version	Date	Description
1	12.10.2018	First edition
2	19.11.2018	Adaptation of signature size and additional fields for addresses added.
3	02.07.2020	Complete Re-Routing