**Installation of an e-mail footer**

**“We are participating in SIAMS 2020”**

Proceed as follows to install an e-mail footer called “We are participating at SIAMS 2020”.

Open a new e-mail window and select “Signatures”.



Click on “Signatures” and select “New” in the window that opens:



Give your new signature a name and confirm with OK: 

Copy the box below (text and logo).



We are participating in SIAMS 2020 at Stand XX

And paste it into the “Signature” window:



Add your stand number instead of XX

Click on “OK” at bottom right: 

You can now send your e-mails as usual and before sending them, select the newly created signature with the help of the “Signature” button as shown in Fig. 1 of this document.