



Step-by-Step Instructions: Create an Email Signature

1. To create an **Email Signature**, start from your Recruiter **DASHBOARD**.
2. Next, Select the **Sources** link. The **Sources summary** page appears.
3. Select the **Email signatures** link.
4. Click the **CREATE AN EMAIL SIGNATURE** button. The **Create an email signature** page appears.
5. Next, enter your contact information. Enter your **Name, Title, Company Name and Website Address, Your Email Address** and Phone number.
6. You now need to determine what you want your signature to link to.
 - If you choose to link to an **Invitation to join Your Company's Talent Network**, then your link will go to your company's **Talent Network sign-up page**.
 - If you choose **My Jobs**, the link will link to only jobs you are recruiting for.
 - If you choose the **All of Your Company Jobs** button, you will link to **all of the jobs your company currently has available**.
7. Next, determine what you'd like your link to say. The default text is "Get the Inside track to great jobs at your company". However, you can change this to display whatever you'd like.
8. Lastly, click the **Create email signature** button to create your link. That's it! Your email signature is created, and the **Email signature created** page appears.
9. Now, to complete the process, and get this link into your email, you must follow the instructions for the specific email program you use. You'll need to save the signature file you've just created on your desktop and follow the steps to create the signature in your email. See the specific instructions for your specific email program below.

For Outlook 2002 (XP) and 2003

1. Save your signature to a file. Save it to your "My Documents" folder and name the file "Jobster.html"
 2. Start Microsoft Outlook 2003 and select Tools > Options
 3. Select the Mail Format tab
 4. Click "Signatures," then click "New"
 5. Name the new signature "My Jobster Signature"
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Outlook 2002 (XP) and 2003, cont.

6. Select the "Use the file as a template" option and click "Browse..."
7. In the file dialog, choose "My Documents" and select "Jobster.html"
8. Click "Next" and "Finish" to proceed
9. Click "OK" on the "Create Signature" dialog to continue.
10. Back in the Options dialog, open the "Signature for new messages" drop-down menu and select "My Jobster Signature"
11. Click "Apply" and compose a new message to verify that the new signature is in place

Outlook 2000 Setup Instructions

1. Save your signature to a file. Save it to your "My Documents" folder and name the file "Jobster.html"
2. Start Microsoft Outlook 2000
3. Select the Mail Format tab
4. Click "Signatures," then click "New"
5. Name the new signature "My Jobster Signature"
6. Select the "Use the file as a template" option and click "Browse..."
7. In the file dialog, choose "My Documents" and select "Jobster.html"
8. Click "Next" and "Finish" to proceed
9. Click "OK" on the "Create Signature" dialog to continue.
10. Back in the Options dialog, open the "Signature for new messages" drop-down menu and select "My Jobster Signature"
11. From the "Use this Signature by default:" drop-down menu, select "Jobster.html"
12. Click "Apply" (near bottom right) and compose a new message and verify that the new signature is in place

Lotus Notes Setup Instructions

1. Save your signature to a file. Save it to your "My Documents" folder and name the file "Jobster.html"
 2. Start Lotus Notes
 3. Select Tools > Preferences
 4. Under the "Mail" tab, select the "Signature" tab
 5. Check the "Automatically append a signature to the bottom of my outgoing mail messages" checkbox
 6. Click the "HTML or Image File" radio button
 7. Click "File" under the "Edit Signature" section (near the bottom)
 8. Click "Browse," choose "My Documents" and select "Jobster.html"
 9. Click "OK" and compose a new message and verify that the new signature is in place.
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