

Add an SMC Promo Banner to Your Email Signature – Lotus Notes



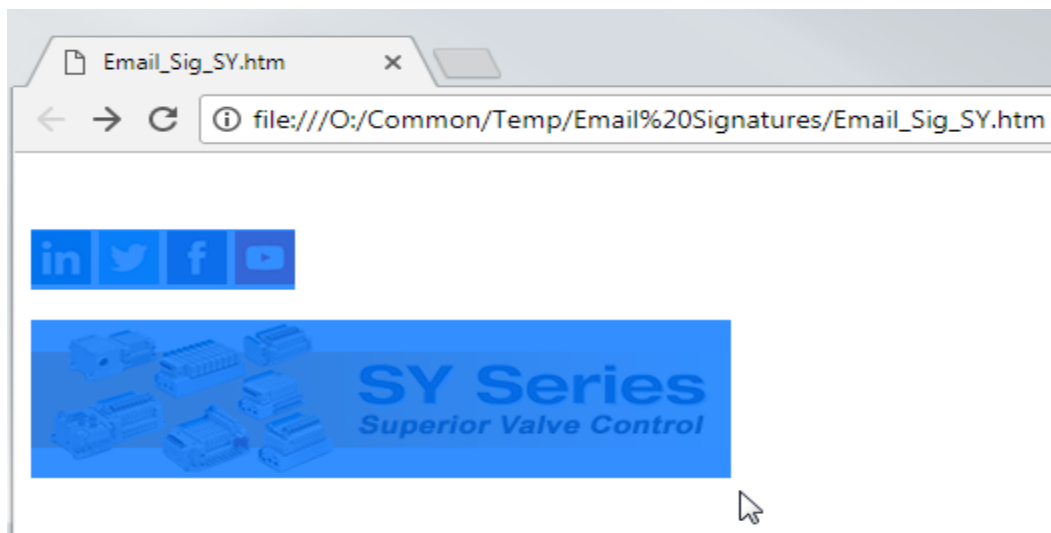
There are 3 simple steps to add an SMC promo banner and social icons to your email signature.

1. Navigate to network directory O:\Common\Temp\Email-Signatures and click the .htm file of your choosing. It will open in your default browser (Chrome, Firefox, IE, Edge, etc.).

Alternatively, you may use this link to download a zip file containing the same .htm signature files:

<http://content2.smcetech.com/files/signatures.zip>

2. In the browser window, Click-Drag the mouse to select the linked promo images as shown below, then Copy the selection by pressing the Ctrl + C keyboard command.



Important – Step 3 must first be done in the desktop version to allow for use in the webmail version. Unfortunately, we do not have a viable option for adding the signatures in mobile mail (IBM Verse).

3. Open Lotus Notes and go to the mail signature settings

(select Preferences from the "More" drop-down menu and click the Signature tab)

- Check the box to automatically append signature
- Choose "Rich Text" as the signature type.
- Enter your desired contact info in the text field, then Paste in the previously copied promo images by pressing the Ctrl + V keyboard command as shown.

The screenshot shows the 'Signature' tab in the Lotus Notes preferences. The 'Automatically append' checkbox is checked. The 'Type of signature' is set to 'Rich Text'. A note states: 'Rich Text signatures will work only if all users of this mail file are using Notes 8.5 or higher.' Below this is a button labeled 'Append My vCard'. The signature preview area shows the following text: 'Joel Shumate | Marketing Business Analyst', 'jshumate@smcusa.com | 317-688-0522 x11522', 'SMC Corporation of America | www.smcusa.com', and social media icons for LinkedIn, Twitter, Facebook, and YouTube. Below the text are images of SY Series Superior Valve Control products. A red arrow points to the signature area with the text 'Paste below contact info'.

Upon clicking the OK button the next email you compose will display your new signature!

**** This signature will now be available for use in the webmail version, accessible in the toolbox; Be aware that the Chrome browser may limit you to a plain text signature only. See instructions for webmail on the next page.**

Use your new signature in the webmail version of Lotus Notes

- In this version, you will need to click on your name in the upper right-hand corner of the screen.
- Select Preferences, then click the green “Mail” plus- box to access the Signature settings.
(A preview of your new signature entered in the desktop version should already be showing.)
- At the bottom of this screen set Notes as the type of email signature, click on “Save and Close”.

See example screenshot below:

Mail-Inbox x Preferences x

Save and Close Cancel

Basics

Mail

- General
- Display
- Signature**
- Follow Up
- Attention Indicator

Calendar

- International

Delegation

- Security

Offline

Signature:
Create and store e-mail signatures. If you want to include a signature in ultra-light mode, you must create a plain text signature.

Plain text

Rich text

Sans Serif 10

Rich text toolbar: Undo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Checkmark, Print.

You have the following Notes signature (Preview only)

Joel Shumate | Marketing Business Analyst
jshumate@smcusa.com | 317-688-0522 x11522

SMC Corporation of America | www.smcusa.com

in, twitter, f, YouTube

SY Series

Choose the type of e-mail signature. Note that plain text is used automatically for ultra-light mode, no matter which type you choose.

☒ Automatically append a signature to the bottom of your outgoing mail messages

Type

- ☐ Plain text
- ☐ Rich text
- ☒ Notes