How to use the Salve Regina email signature

Step 1: [Download the html file](#).

Step 2: Open the html file in your internet browser, such as Firefox.

Step 3: Copy the content of the html file as it displays in the internet browser. To copy use command C on a Mac and Control C on a PC.

Step 4: Go to your email client such as Microsoft Outlook, open the signatures.

Step 5: Create a new signature, paste in the signature, then customize the information as needed. To paste use command V on a Mac and Control V on a PC.

Step 6: Save your signature and either enter it manually to each email or setup your email to have it automatically added to each new email.