INN SERVE EMAIL SIGNATURE INSTRUCTIONS

To create signature:
- Type http://www.inn-serve.com/signatures.htm into your internet browser address bar
- Select and click button link for your hotel property
- Follow the form instructions:
- Type in your name
- Type in your title
- Type in your email address
- Type in your phone number
- Type in your fax number
- Type in your mobile number (not required)
- Type in your current hotel feature
- Click the Make Signature button
- Highlight and copy all of the information inside the box

To add signature to email:
- Open your email program (i.e. Outlook)
- Open/create a New Message
- Delete existing signature text currently in email body
- Paste the copied text signature in email body
- Go to toolbar, **File > Save As**
- File Name: enter hotelsignature, Select drop down arrow **Save As Type** and choose htm, html
- Save in **My Documents** folder
- * (always override and replace existing files after first signature is created)
- Close message window
- From toolbar, select **Tools > Options**
- Select the Signatures tab
- In the Signature box – click **New** button
- In the Edit signature box – select **File**, click on **Browse**
- Select drop down arrow **File Type** and choose htm, html files
- Select the *hotelsignature* file you created
- Click **Apply > Ok**
- In the Signature box, make sure to click on hotelsignature file and then **Make Default** button
- Open/create a new message and the new signature should appear