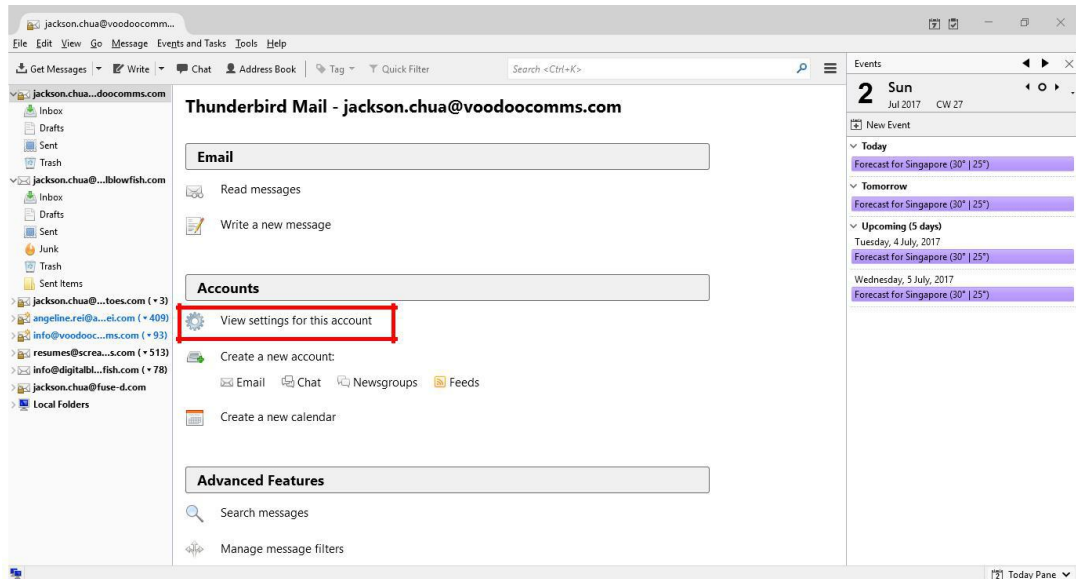
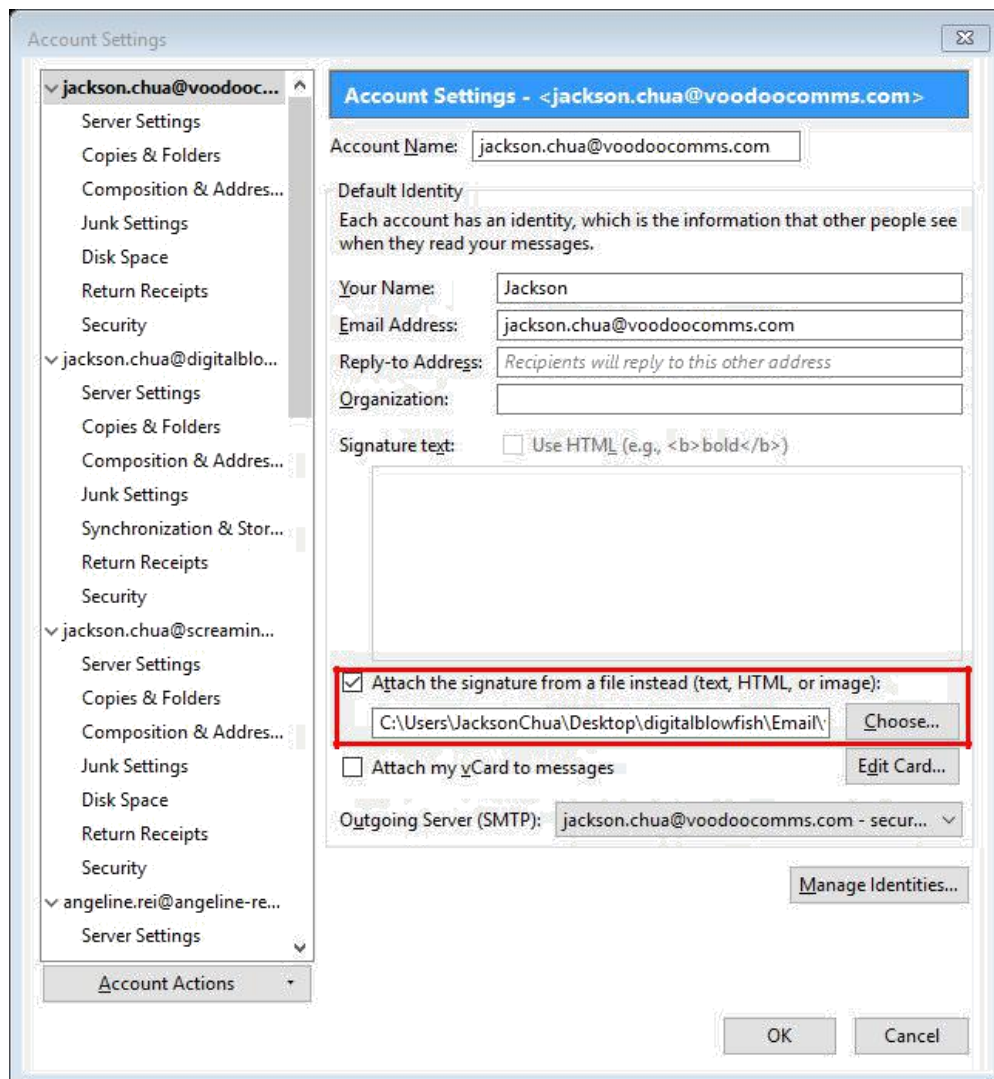


New Hire Guide

For Email Signature Setup

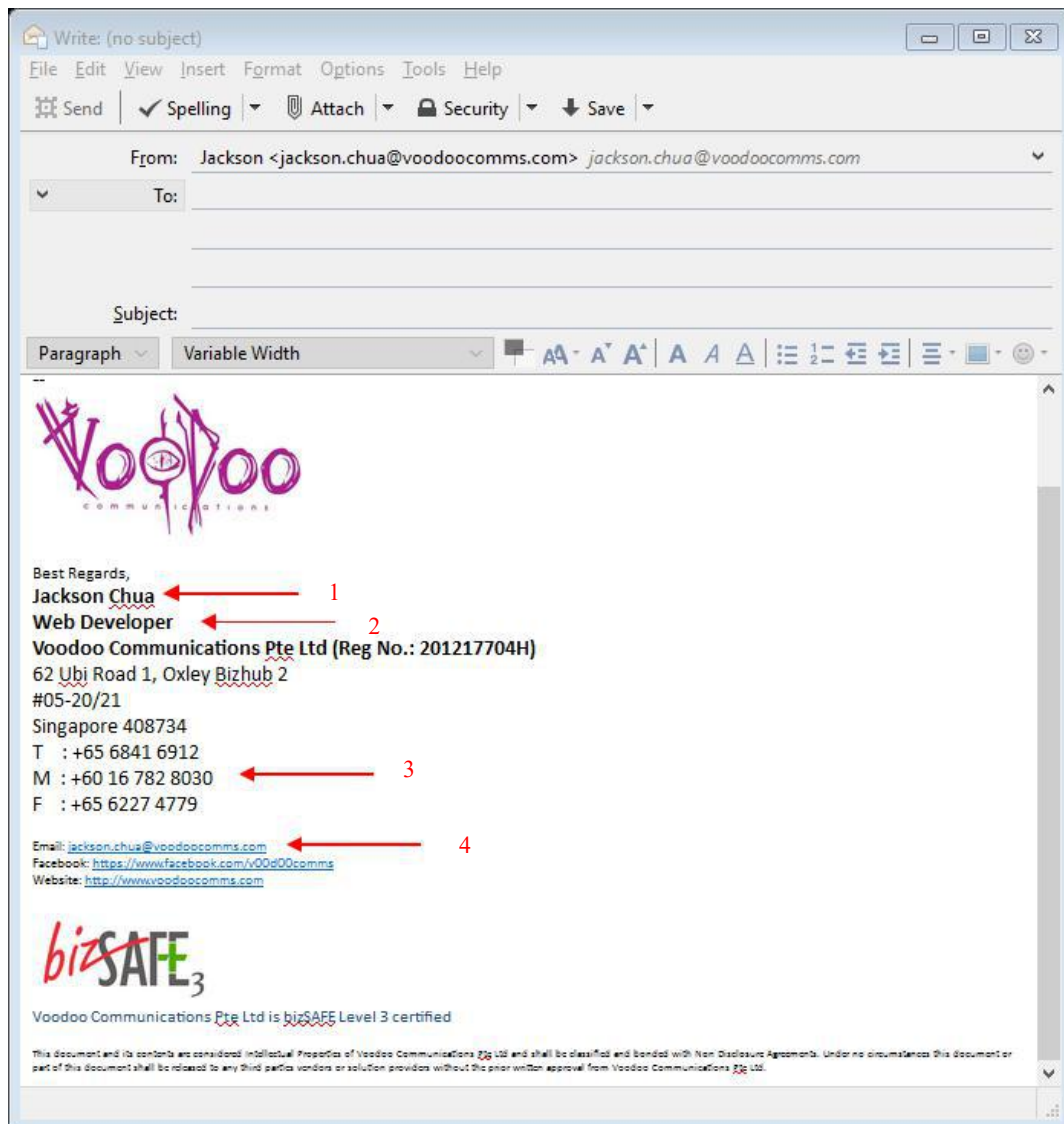
1. Search the email signature html files in documentation folder.
2. After download all the html files, locate your files into a local drive folder.
3. Then go to Thunderbird and click on **“View settings for this account”**
or go to **Tools -> Account Settings**



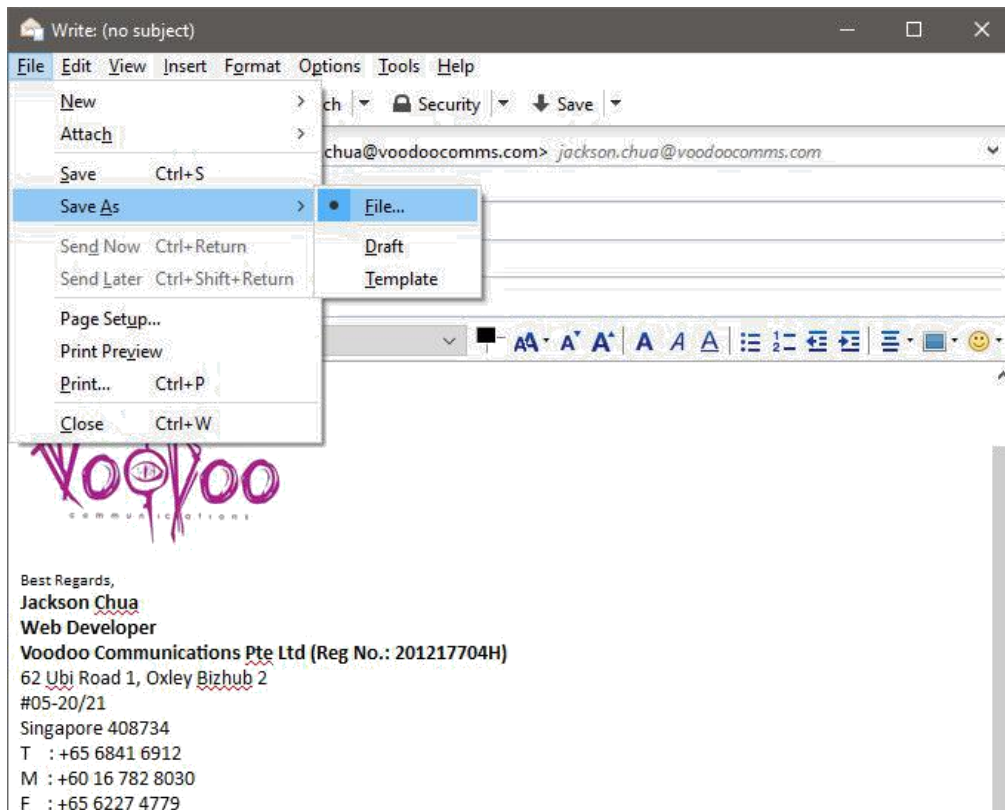


4. Click on the **Choose** and attach the html files where you located.
5. After attached the html file to Thunderbird, click **OK**.

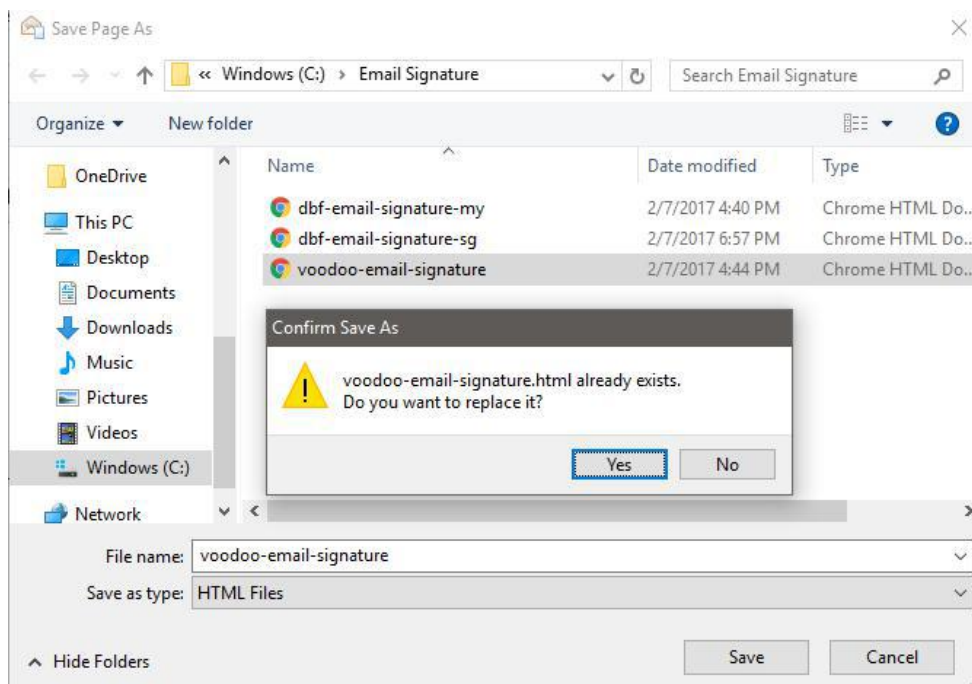
6. Now go to write a new messages, here you can see the email signature has attached in the email.



7. Do changes of **name**, **job position**, **mobile phone number** and **email address** to yours.



8. After done the changes, go to **Files -> Save As -> File**



9. Replace the **"voodoo-email-signature"** html file and save it.
10. Close the current messages windows and rewrite a new message. Now you can see your email signature is done.
11. Repeat the steps from **Step 1-10** to setup your Digital Blowfish email signature.