Setting yours up

Takes about two minutes. Do this once per person, on each device they send email from.

Step 1 · Build your signature

- Open the brand hub at https://noebrandhub.upstride.uk
- Go to Stationery & templates, then Email signature.
- Type your name, job title, direct line, mobile and email into the form.
- Choose a version: Full for new emails, Reply for replies, Logo-only for short internal notes.
- Click Copy. The signature is now on your clipboard, with the logo already built in.

The logo is embedded in the signature, so it shows even when the reader is offline. Do not paste the signature into a plain-text email — it needs to be an HTML email.

Step 2 · Paste it into your email app

Outlook — Windows desktop

- File, then Options, then Mail, then Signatures.
- Click New, give it the name NOE, and paste into the large box with Ctrl+V.
- Set New messages to NOE and Replies/forwards to NOE (or to your reply version).
- Click OK, then send yourself a test email.

Outlook — web and new Outlook

- Settings (the gear icon), then Mail, then Compose and reply.
- Paste into the signature box, name it NOE and save.
- Tick the boxes to use it on new messages and on replies.

Gmail

- Settings (the gear icon), then See all settings, then the General tab.
- Scroll to Signature, click Create new and name it NOE.
- Paste into the box with Ctrl+V or Cmd+V.
- Underneath, set it for new emails and for replies, then Save changes at the very bottom.

Apple Mail

- Mail, then Settings (or Preferences), then Signatures.
- Pick your account on the left and click + to add one. Name it NOE.
- Untick Always match my default message font — this matters, or the formatting is stripped.
- Paste into the right-hand box with Cmd+V.
- Choose NOE from the Choose Signature menu at the bottom.

Step 3 · Check it

- Send an email to yourself and open it on a phone as well as a computer.
- Check the logo appears, the orange line is there, and your phone numbers are right.
- If the logo is missing, your app may be blocking images — send a test to a colleague to confirm.

Keeping it consistent: do not retype or restyle the signature. Always copy a fresh one from the brand hub so everyone's matches.