



HOW-TO-SHEET E-Mail Signature

This How-to-Sheet will present you Leica's corporate e-mail signature. We request that it be utilized throughout the company in order to strengthen our corporate identity.

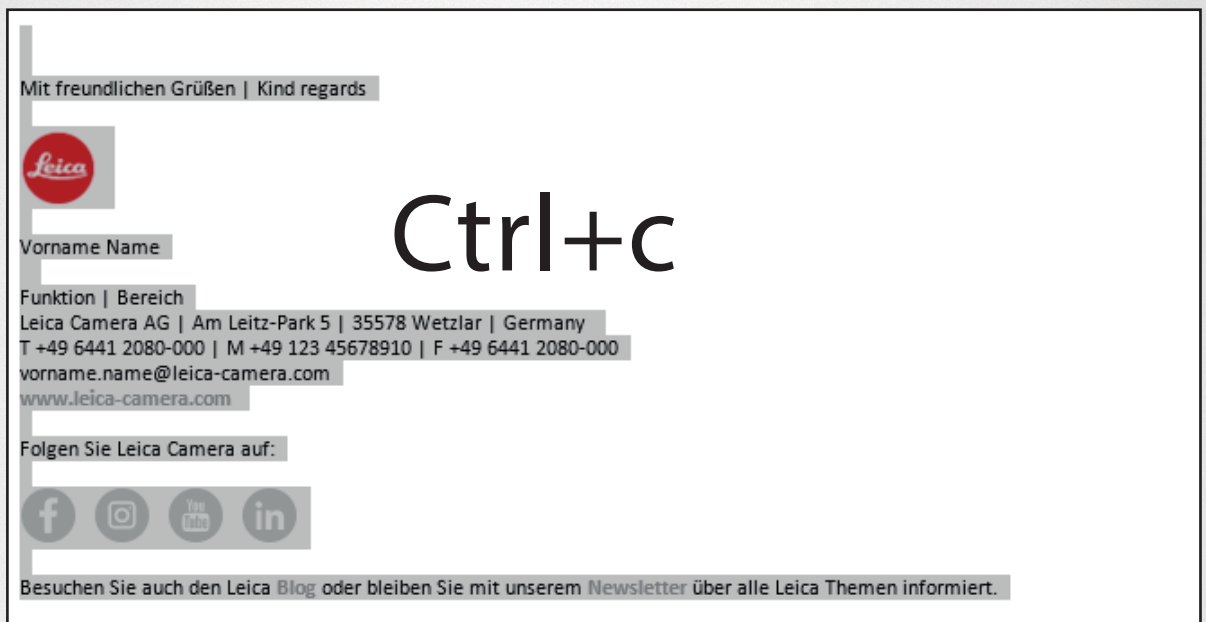
This e-mail signature is the only exception to Leica's font family Corporate S, which is a font family reduced to the essentials. We request that you use "Calibri" as the alternative font for electronic media such as the e-mail signature. This must, however, be treated as an exception.

Thank you.

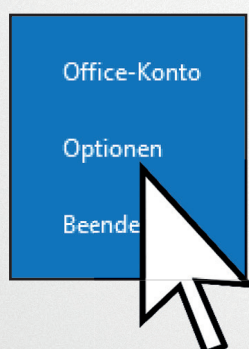


E-MAIL SIGNATURE Outlook (PC)

1. Copy the complete Signature from the received e-mail.



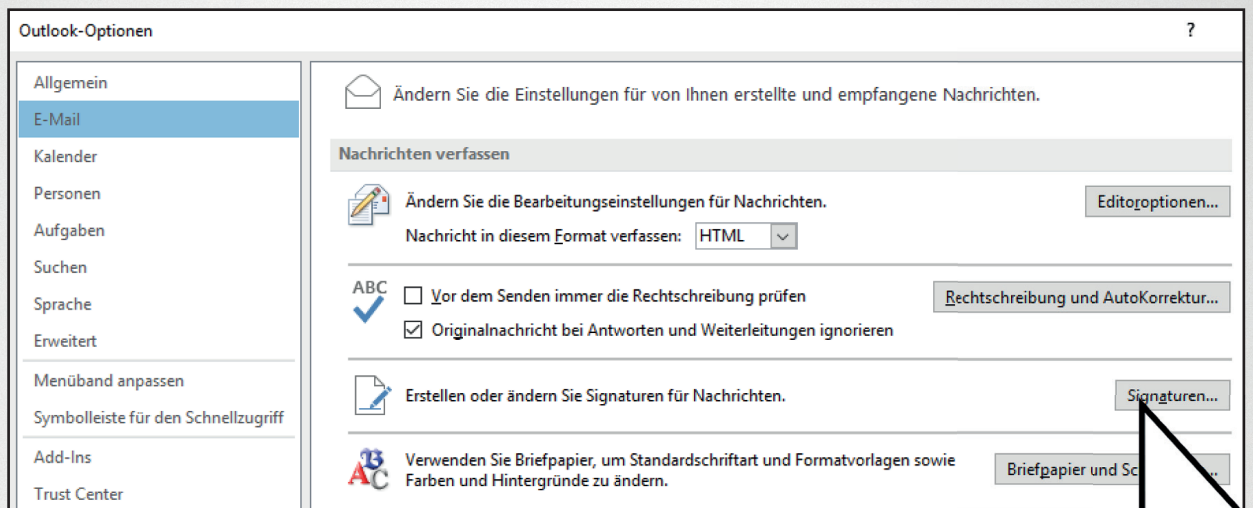
2. Go to the e-mail Options



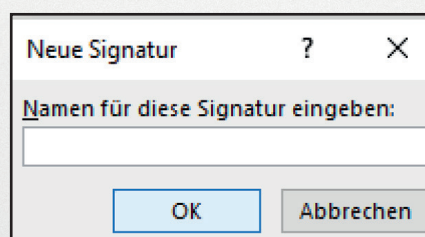
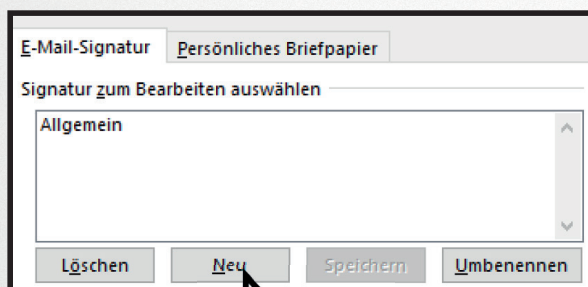


E-MAIL SIGNATURE Outlook (PC)

3. Click on e-mail -> Signatures



4. Create a new signature.

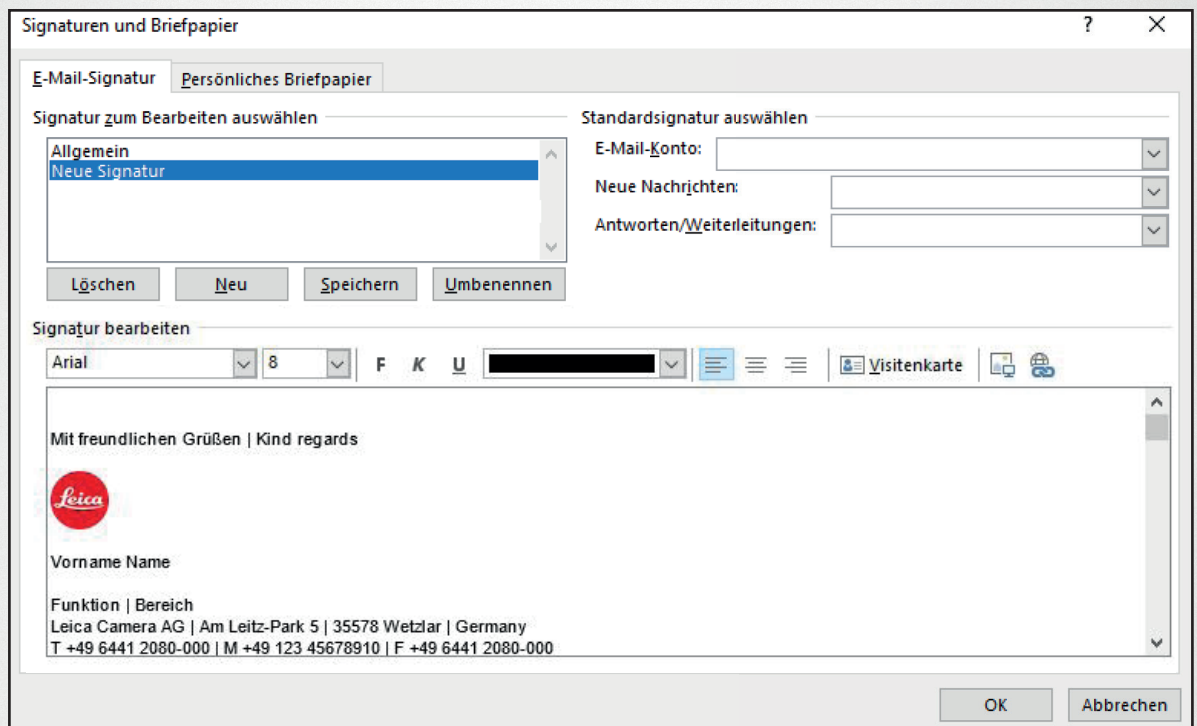


Enter your name -> OK

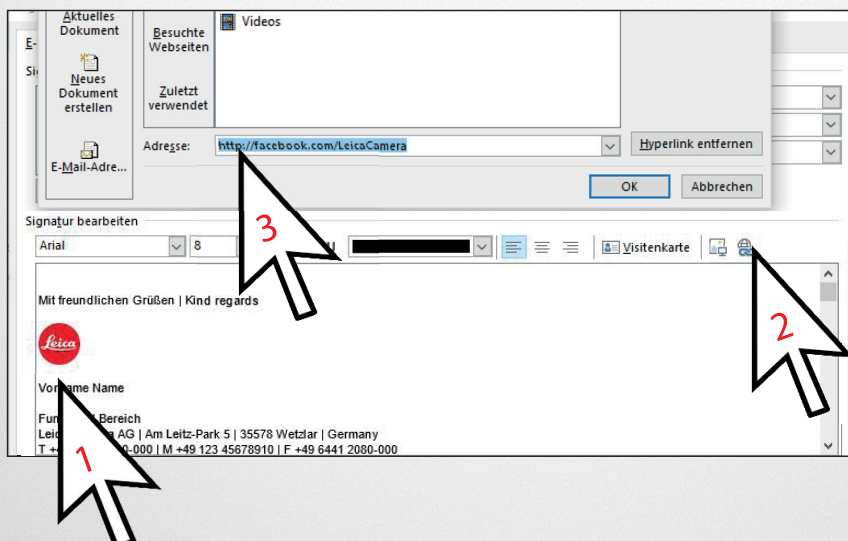


E-MAIL SIGNATURE Outlook (PC)

5. Paste the text from the received e-mail with the key combination Ctrl+v and overwrite it with your data (Name/Tel/Fax...).



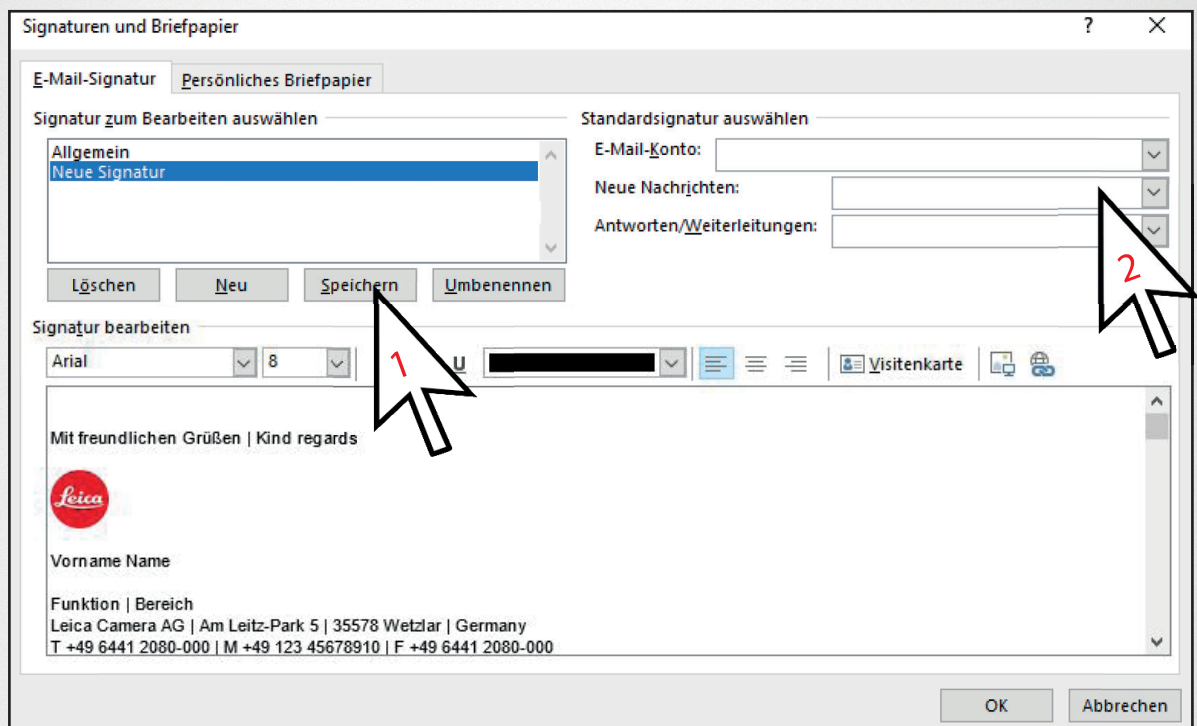
6. Check and renew the links of the icons (Blog/Facebook/Instagram...) if necessary.





E-MAIL SIGNATURE Outlook (PC)

7. IMPORTANT! Save when you have completed all information (1).
You can set the signature as default (2).



8. -> OK

