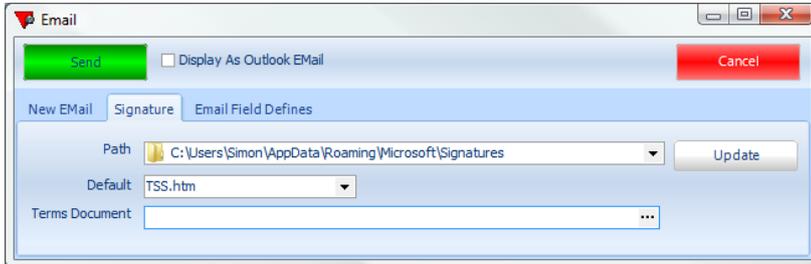If you wish to use a default signature when sending emails from TSS then the first thing to do is to set up your Outlook signature. Click on the relevant link below to see how to do this (**Note: the name used for the signature must be one word and have no spaces in it**).

Outlook 2003, Outlook 2007, Outlook 2010

To use that signature in TSS go to the reports screen, select the **Email** tab and press the **Complete** button at the bottom. You can set the program to use your current email signature by clicking on the 'signature' tab at the top.

Browse to find your signature on your computer using the drop down to the right of the Path. Once selected click into the default box and select the signature, then press the update button to save the details.

If you are using Outlook 2007/2010 then the signatures are stored under;
C:\users\'*username*'\AppData\Roaming\Microsoft\Signatures

and for 2003 the signatures are stored under;
C:\Documents and Settings\'*username*'\Application Data\ Microsoft\Signatures

Once you have set what you need to on this tab return to the **New Email** tab and you will see your signature.

Using images in your signature

If you want to use an image in the signature then it must be stored on the web in a location that everyone has access to, the logical place being your website. If you do not currently have the images you require on your website you need to send them to your web designer and ask for the internet address(URL) of the picture(s).

Insert image as link

      Outlook 2003
Right click in the Signature Editor (do not use Advanced Edit) and choose; Insert Image…
Type the Internet address (URL) to the image in full when prompted for the Picture Source and click OK
      Outlook 2007 and Outlook 2010
Click on the Picture icon in the Signature Editor
As the file name, type the Internet address (URL) to the image in full.
Instead of clicking on Insert, click on the little down arrow on the
Insert button and choose; Link to File
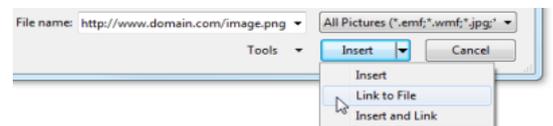
Create a hyperlink to a point to a website

Once the image has been added, you can make it clickable and point it to a website via the hyperlink function.
      Outlook 2003
Right click on the inserted image, choose Edit Hyperlink and copy in the URL for the relevant site.
      Outlook 2007 and Outlook 2010
Select the image, click on the Hyperlink icon and copy in the URL for the relevant site.