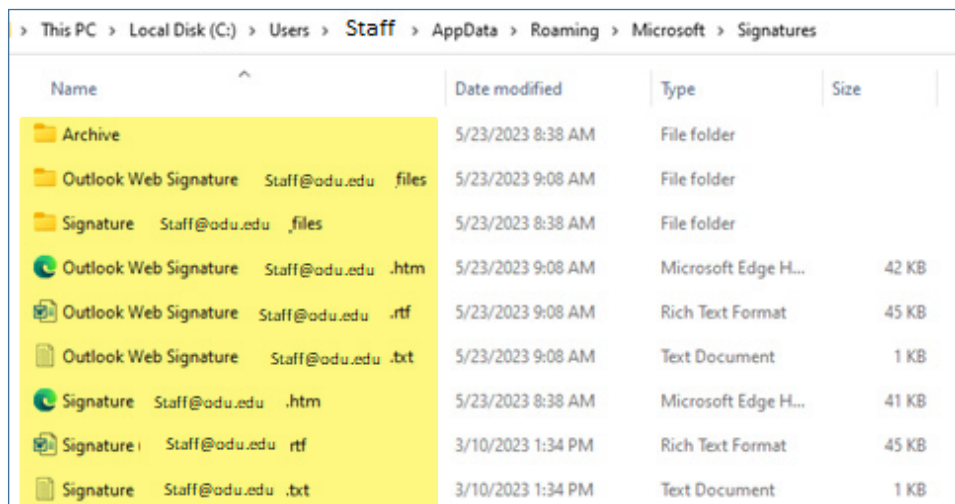


EVMS TECH INTEGRATION: BACK UP AND RESTORE EMAIL SIGNATURES

How to back up email signatures

1. Close Microsoft Outlook, if it's currently open.
2. In the Windows search box, type **%APPDATA%\Microsoft\Signatures** and press **Enter**.
3. Go to the File Explorer location and copy all files and folders in the %APPDATA%\Microsoft\Signatures hierarchy to your backup location (OneDrive, network share, etc).



How to restore email signatures

1. Make sure Outlook is closed.
2. Open the backup location where your signatures files are stored.
3. In the Windows search box, type **%APPDATA%\Microsoft\Signatures** and press **Enter**.
4. Copy files from the backup location back to %APPDATA%\Microsoft\Signatures.
5. Open Outlook and navigate to File > Options > Mail > Signatures. Your signatures should be listed there.

