

Android Email Signature Instructions

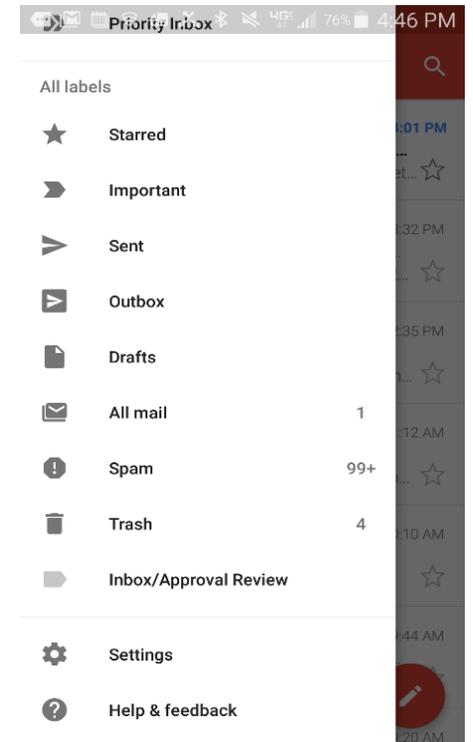
The following instructions will guide you through the steps necessary to ensure that any emails sent from your Android phone have the proper signature for compliance. Note: These instructions may vary slightly depending on the model and operating system of your Android phone. The total process should take less than 5 minutes to complete.

1. Obtain a copy of your signature on your Android device.

Note: If you are using the standard email application that comes with the device, then it is likely that it does not support html email composition. These instructions assume this is the case.

a. Send yourself an email message from your computer (Outlook or Gmail online account) that already has your compliant email signature properly setup. Everyone should have this in place.

b. If you already have a signature on your Android, but it is not your compliant signature with the disclaimers and such, you will want to delete it before going any further. You can get to your signature by going to your Email App then “Settings”, then tap on your specific email account jdoe@verityinvest.com. Then scroll down to “Signature” and erase.

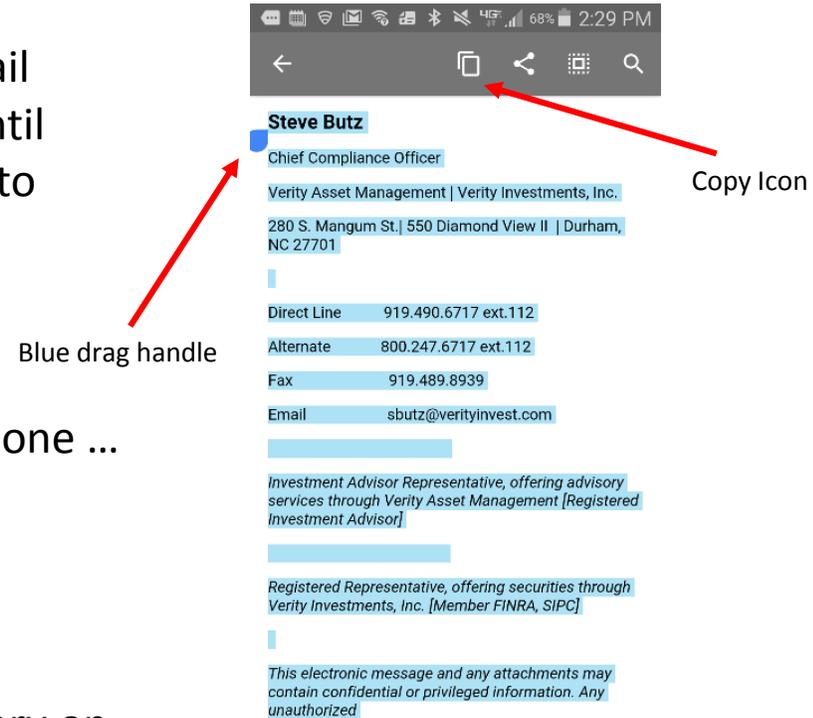


2. Copy the email signature that you sent yourself to your Android signature block.

a. Open the email that you sent yourself in the Mail App of your Android. Press and hold the screen until the blue drag handles appear. Stretch the handles to cover the signature elements.

b. Press the copy icon (toward top or bottom of phone ... looks like multiple pages).

c. You have now saved your signature to the memory on your phone, so we can retrieve it once we have navigated to your Verity email signature block in the next step.

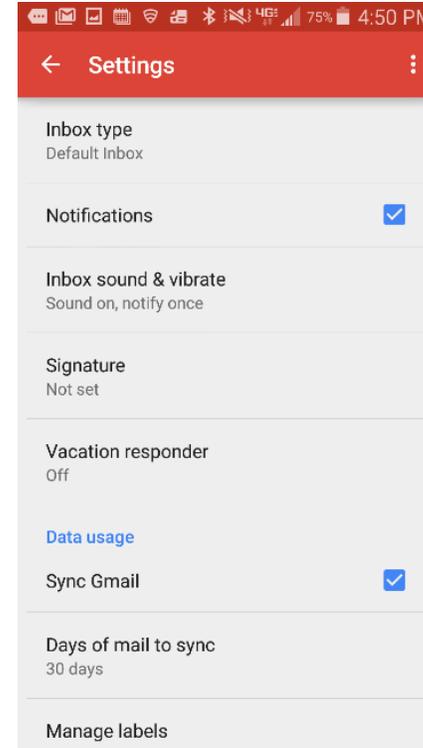


3. Paste the saved email signature to your Android Verity signature block.

a. Navigate to your email signature block.

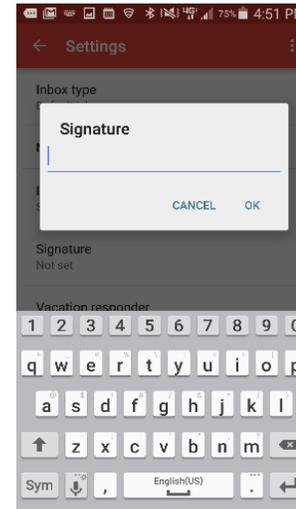
b. You can get to your signature by going to your Email App then “Settings”, then tap on your specific email account jdoe@verityinvest.com.

c. Then scroll down until you see “Signature”.



d. Press and hold in the signature space and select “Paste” once it appears.

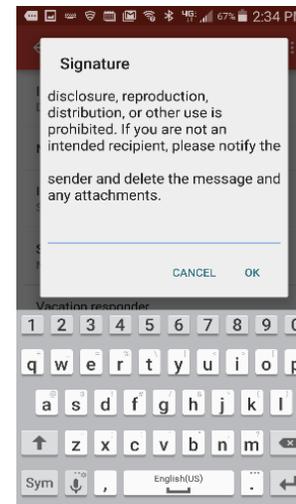
→
Press & Hold



e. Your previously copied signature should now be in place in your signature block. Click “Ok” to save and exit. Send a test email to your account and view on your desktop computer to validate.

f. Next you need to confirm the formatting and look of the signature by send a test message from your phone to one of your email accounts. It is possible your Android email app may not support all of the content that you pasted from your signature such as image files (.gif), and the paste process may have inserted extra spaces.

→
Signature inserted



g. If this is the case, go back to your signature block on your phone and press into the locations of the extra spaces or .gif text strings and use your delete key to remove them. If you make a mistake during this edit process, simply choose “cancel” and start over. Once you have made the edits, then send yourself another email to validate. It may take you a few iterations to get it formatted correctly.