3 KROKY JAK VLOŽIT PODPIS PRO EXTERNÍ KOMUNIKACI 3 STEPS HOW TO INSERT A SIGNATURE FOR EXTERNAL COMMUNICATION

1. Zvolte v menu záložku PREFERENCES, pak vlevo v menu položku SIGNATURES. Klikněte na New Signature. Vložte do pole Name text "CERGE-EI Signature". V pravém horním rohu v rozbalovací liště vyberte Format As HTML.

Select the PREFERENCES tab in the menu, then the SIGNATURES item on the left in the menu. Click on New Signature. Enter the text "CERGE-EI Signature" in the Name field. In the upper right corner of the drop-down bar, select Format As HTML.

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		Signature Placement: Above included messages						

2. Klikněte na znak <> SOURCE CODE

Click on the <> SOURCE CODE character.

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5	Import / Export	Using Signatures	
A	Shortcuts	New Messages Replies & Forwards	
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		Signature Placement: Above included messages	

Otevře se Vám pole, zde zkopírujte HTML kód uvedený níže. Nezapomeňte upravit údaje za své! A field will open, copy the HTML code below. Don't forget to edit the data for yours!

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Nový text podpisu v HTML (včetně disclaimeru a logem CERGE-EI ke 30tému výročí): Zde prosím v prvním odstavci přepište údaje za své (až po řádek s CERGE-EI webovými stránkami, následující prosím neměňte) New signature in HTML (including a disclaimer and the 30th anniversary CERGE-EI logo): Here, in the first paragraph, please rewrite the data as your own (up to the line with the CERGE-EI website, please do not change the following ones)

Name Surname
 Position | Department
 CERGE-EI
 Politických vězňů 7, Praha 1
 Czech Republic
 your.email@cerge-ei.cz
 +420 224 005 your line
 +420 your mobile number, if you have one
 www.cerge-ei.cz

 <img AAP/CLrc/jDKSau9OOvNu/9geBIEaRKGIWbpma5wLM90bU/GEex8zx+oG+Gg8/mAt6RyyWx+csZoNAiDSq8H1awYyHpyXCJ BciqXtQCzC10hEX/IiVrNdiat1/xPhNdLvRtxDVw8dRYEeoANfjsHCgaMYziEUYoOjF12S4iYkV+UnUaOLDt1nFmnGZyMowyYo 5CYhgugV5KXrJpJtaFTHLG9erMRiK0LjQuxww+rr2yvj6GGwJ3Gx7m6NbzBohrN3LYXxQ2cbDq3E9vC136wodbUvXXQ2VvtJS ktQ+0Y6jsobNz4QUcmkyuDtAIQhPDtHxqBRtj9m6MlXhlQt+I1CtgQ/6ECH3OoNBBAkuSAkwMKqKyXLo8lhuoWQlD38kEfIzI djFtQbpBCChpzpukGwAdQow3itaJUM+GRgzw0FBhgkmrJqycLsOSJZRmzPBU6bsRws4fQZP+iefwYwKsCSmcBaFSBVEK8rz0 UfLOGtweaulIFDFAwlWrWk1Wz2tHIIy6Essjshgt0xS2AIm92OIhF4ZtjuWeK5sUBGGop0XvCEll9q7SGkw2mCkYsuOTgJrwsS+ A1YTIHsXwfUDKkI7jP1Bxcb1aOutQ33b1Hdyhc2GptAVoXyBac3Qbjn1+kCM0NQuznIYJ0WgbpgTmDuw+MEjKewf0D61dtp +wOwLCD7f+30VDLZ51V8ph4logFHQjwdWCfWlHpZJQPC0rw4AXYRUAVf9oZxqElUqwQonAGrlALfSzl0QOKFWAiSYNomQ

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3. Pokud převážně píšete <u>interně</u>: Vyberte v sekci PRIMARY ACCOUNT volbu NO SIGNATURE, případně jiný interní podpis. Uložte pomocí tlačítka SAVE v levém horním rohu.

If you mostly write <u>internally</u>, in the PRIMARY ACCOUNT section, select the NO SIGNATURE option or another internal signature. Save with the SAVE button in the upper left corner.

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V Menu klikněte na MAIL a zvolte COMPOSE: As HTML In the Menu, click MAIL and select COMPOSE: As HTML

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Save	Cancel	Undo Change	es			
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	Accounts			O Discard message automatically		
\ge	Mail					
57	Filters	Du	plicate Messages:	Automatically delete duplicate copies of the same message when received		
	Signatures					
	Out of Office	Composing Messages				
۲	Trusted Addresses		-			
8	Contacts		Compose:	● As HTML Font: Sans Serif ▼ Size: 12pt ▼ Color:		
	Calendar			🔾 As Text		
8	Sharing		Settings:	Automatically save drafts of messages while you are composing		
4	Notifications			Reply/Forward using format of the original message		
	Connected Devices & Apps	3		Always compose in new window		
\$	Import / Export			Save a copy to Sent folder		
A	Shortcuts			Alusie request read receipt		

3. Pokud převážně směřuje Vaše korespondence <u>externě</u>: nastavte si ve spodní části "Using Signatures" v sekci PRIMARY ACCOUNT nově přidaný podpis CERGE-EI Signature, tím se Vám automaticky vloží podpis do nového mailu. Uložte pomocí tlačítka SAVE v levém horním rohu.

If most of your correspondence is directed <u>externally</u>, set the newly added CERGE-EI Signature in the PRIMARY ACCOUNT section, this will automatically insert the signature into your new e-mails. Save with the SAVE button in the upper left corner.

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V Menu klikněte na MAIL a zvolte COMPOSE: As HTML. Uložte pomocí tlačítka SAVE v levém horním rohu. In the Menu, click MAIL and select COMPOSE: As HTML. Save with the SAVE button in the upper left corner.

Ma	il Contacts	Calendar	Tasks	Preferences	
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▼ Pr	eferences				Place in Inbox
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	Mail				
Y	Filters		Du	uplicate Messages:	Automatically delete duplicate copies of the same message when received
	Signatures				
2	Out of Office		Compo	osing Messag	es
1	Trusted Addresses				
8	Contacts			Compose:	● As HTML Font: Sans Serif ▼ Size: 12pt ▼ Color:
	Calendar				○ As Text
2	Sharing			Settings:	Automatically save drafts of messages while you are composing
4	Notifications				Reply/Forward using format of the original message
	Connected Devices &	Apps			Always compose in new window
₽\$	Import / Export				Save a copy to Sent folder
A	Shortcuts				Alusie request read receipt

HOTOVO! DONE!