

## In Windows Vista

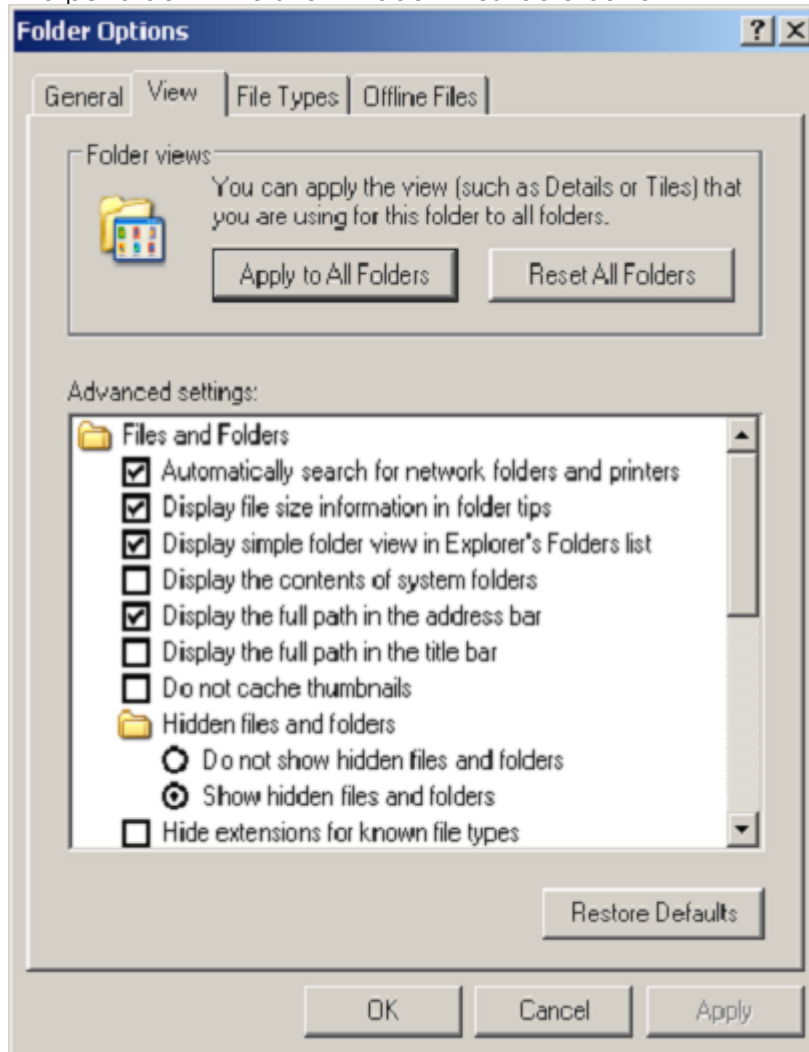
Firstly you must be able to view hidden files and folders to see the correct locations, please follow these instructions to view hidden files:

Open Windows Explorer (Start, All Programs, Accessories, Windows Explorer)

Under Organise on the top menu choose Folder & Search Options

Click the View tab

And put a dot in the Show Hidden Files radio button



You should undo this action after installing the files.

## Installing an Outlook 2007 signature

Copy the files **filename.txt**, **filename.htm**, **filename.rtf** to the following location on your c: drive:

**Users\<username>\AppData\Roaming\Microsoft\Signatures**

Then create a new folder in the above location called **filename\_files**, so that will be

**Users\<username>\AppData\Roaming\Microsoft\Signatures\filename\_files**

Copy the remaining files to that location.

## Installing Outlook 2007 stationery

Copy the files **filename.txt**, **filename.htm**, **filename.rtf** to the following location on your c: drive:

**Users\<username>\AppData\Roaming\Microsoft\Stationery**

Then create a new folder in the above location called **filename\_files**, so that will be

**Users\<username>\AppData\Roaming\Microsoft\Stationery\filename\_files**

Copy the remaining files to that location.