

In Windows XP

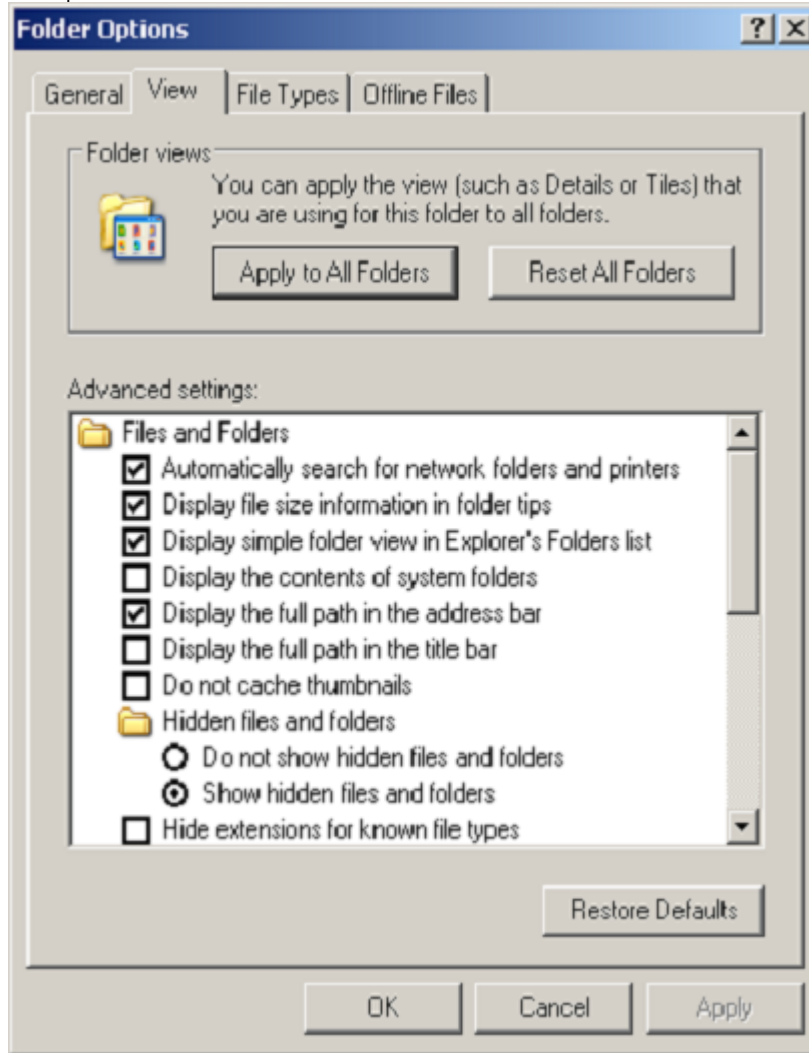
Firstly you must be able to view hidden files and folders to see the correct locations, please follow these instructions to view hidden files:

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

Under Tools on the top menu choose Folder 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:

Documents and Settings\<username>\Application Data\Microsoft\Signatures

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

Documents and Settings\<username>\Application Data\Microsoft\Signatures\filename_files

Copy the remaining files to that location.

Installing Outlook 2007 stationery

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

Documents and Settings

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

Documents and Settings

Copy the remaining files to that location.