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BulkSignature Outlook App

Why use the app?

Your organization uses BulkSignature to create company-wide signatures in Google Workspace. BulkSignature has developed a new Outlook app so that the latest signatures will be available for you to use in Outlook. With BulkSignature app your administrator can make sure you receive the latest company-wide signature into your Outlook inbox as well. Your administrator wants you to install the desktop app and keep it active in the background. This way you will always receive the most up-to-date version of the signature.

How it works

BulkSignature's Outlook extension works on the Outlook version 2021 and later on Windows 10 and later.

The BulkSignature app works by creating your signature from your organization's template and installing it to your Outlook. Once you install the app, it will ask you to update Google Workspace profile data like job

title, department, phone numbers. It does it so that your signature gets created correctly and so that your data updates in the BulkSignature database as well.

The app requires you to have an active Google Workspace account in the organization in order to work. If your Google Workspace account is suspended, please contact your company's administrator.

Installation Instructions

The installation instructions below provide simple step-by-step explanations. If you have any questions at any stage or more information, please do not hesitate to contact us at support@bulksignature.com.

Step1:

Download Outlook Desktop Extension on your computer.

Click the link below:

Download the Application for Windows

Step2:

Open the downloaded file. The installation will begin automatically. Once the file is installed, you will have the BulkSignature app icon on your taskbar.
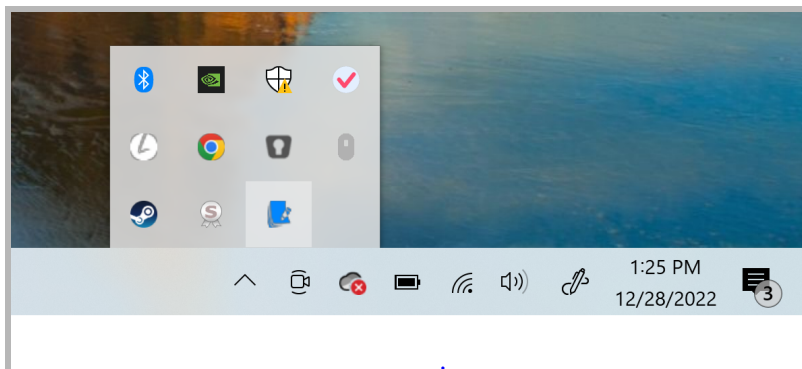
Your app will be open by default unless you exit from the taskbar. We recommend you not to remove the app from your taskbar. This app will make sure that your

company's signature is up-to-date on your computer.

Step3:

The app will automatically open once you click the BulkSignature's icon on a taskbar.
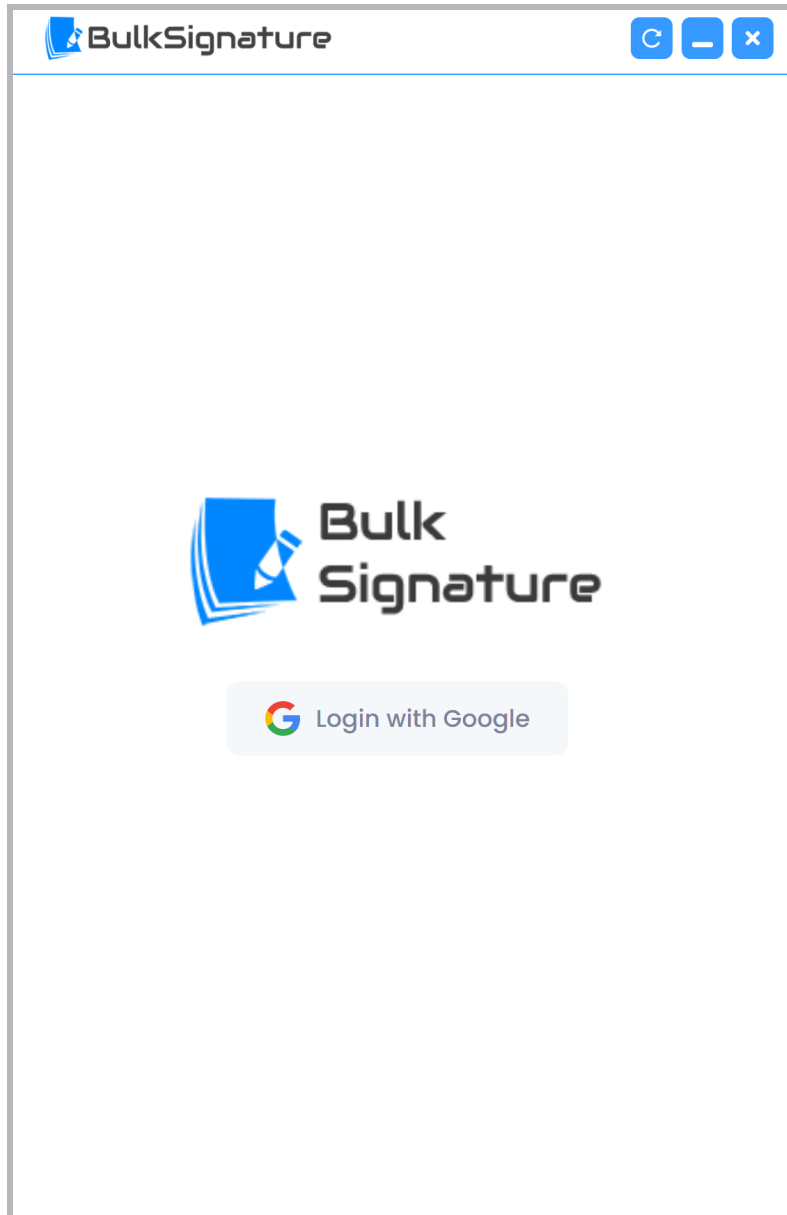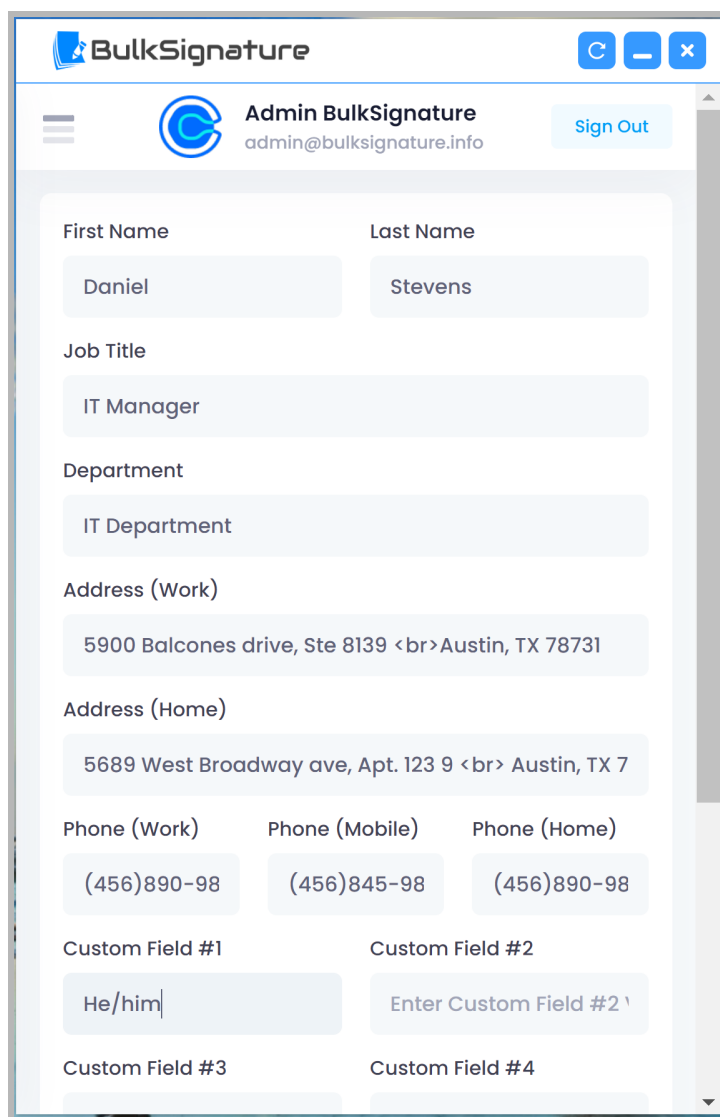

Click login with Google and follow the login steps.

You can close the app any time you don't need it. We recommend you not to remove the app from your taskbar. If you do so, you will miss the updates and may hurt your organization's branding efforts.

Using BulkSignature Desktop app

Once logged in, you will see your profile data. Click and type at any field to change your profile information.

Click the "Save and Setup Signature" button once finished.

Once you save the changes, the app will automatically change the data in your signature. If you have a signature assigned to you in the BulkSignature web app, your signature will be automatically created and stored for your Outlook. You will not receive any error messages.

However, if your organization's super administrator hasn't assigned any signature to you, you might receive an error message that your signature is empty. In that case, contact your Google Workspace administrator.

Open Outlook and check your signature.
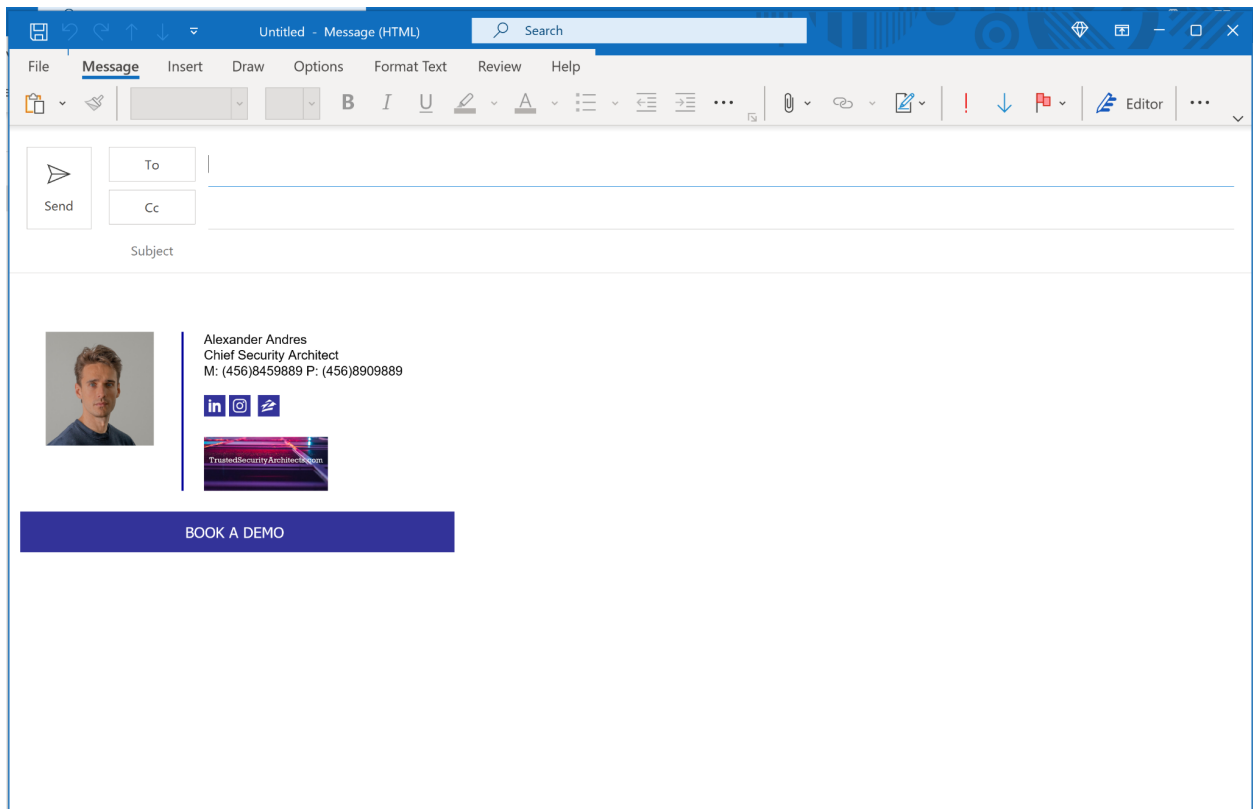
You can have your signature appear in reply emails as well. Go to File → Options → Mail → Signatures and change the settings for new and reply messages.
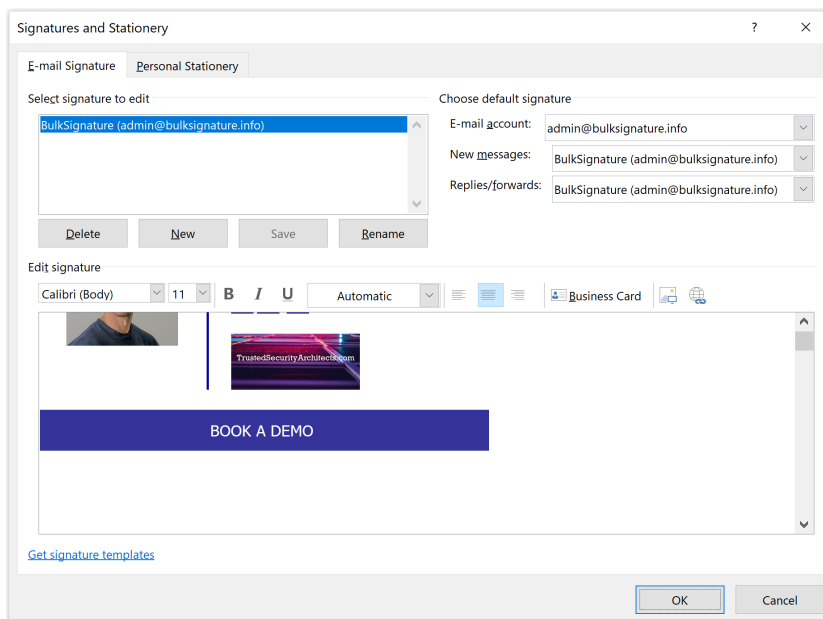
Contact
support@bulksignature.com
if you have any questions!