



5900 Balcones Drive, Suite 8139

Austin, TX 78731

support@bulksignature.com

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:

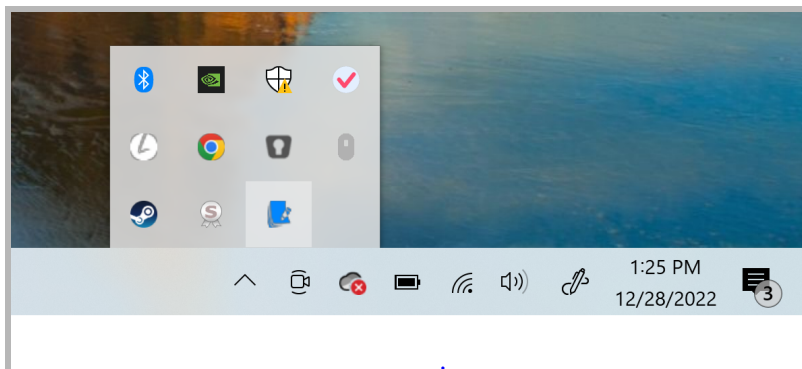
Download Outlook Desktop Extension on your computer.

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.

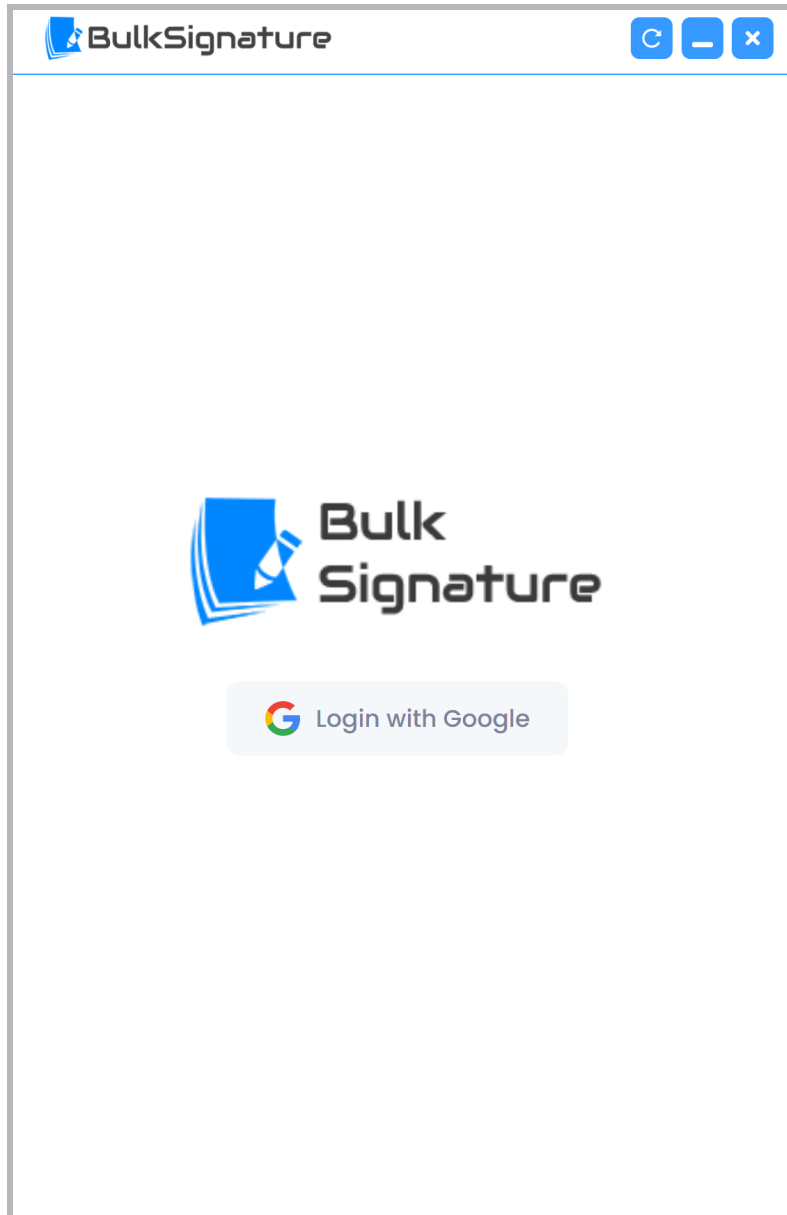


Your app will be open by default unless you exit from the taskbar. We recommend you not to remove the app from your taskbar. This app will make sure that your

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.

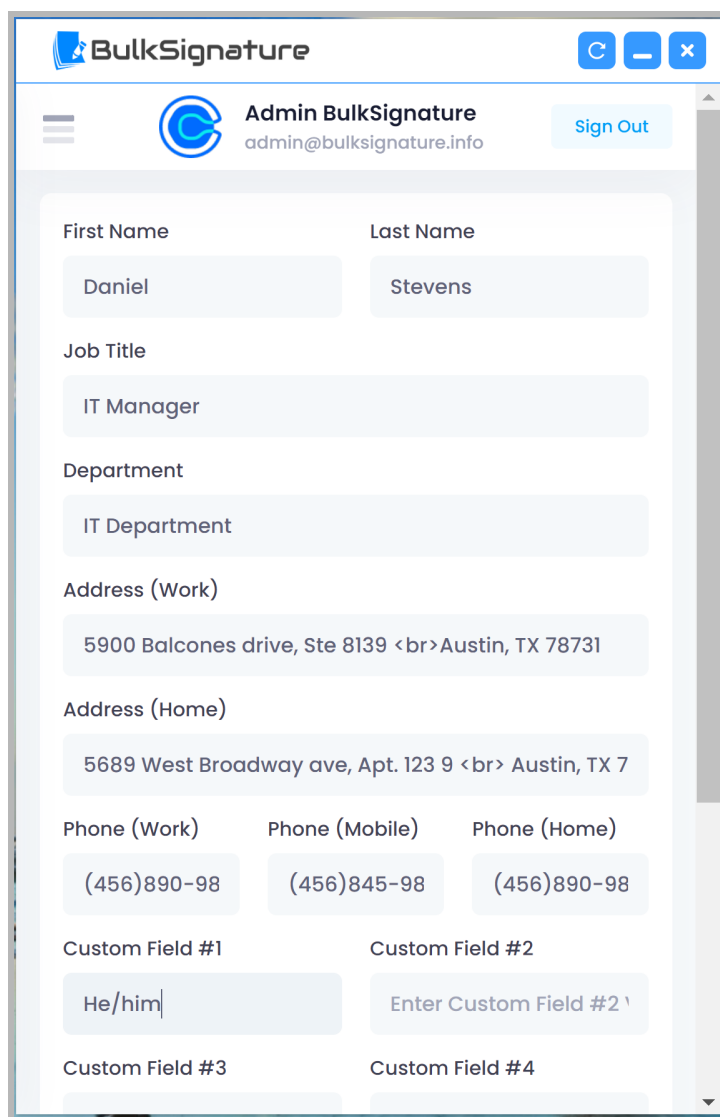


Click login with Google and follow the login steps.

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.



The screenshot shows the BulkSignature Desktop app interface. At the top, there's a header with the BulkSignature logo and window control buttons. Below the header, the user is logged in as 'Admin BulkSignature' with the email 'admin@bulksignature.info'. A 'Sign Out' button is visible. The main content area displays the user's profile information in a form-like layout with labels and input fields. The fields are organized into sections: First Name, Last Name, Job Title, Department, Address (Work), Address (Home), Phone (Work), Phone (Mobile), Phone (Home), Custom Field #1, Custom Field #2, Custom Field #3, and Custom Field #4. The current values are: First Name: Daniel, Last Name: Stevens, Job Title: IT Manager, Department: IT Department, Address (Work): 5900 Balcones drive, Ste 8139
 Austin, TX 78731, Address (Home): 5689 West Broadway ave, Apt. 123 9
 Austin, TX 7, Phone (Work): (456)890-98, Phone (Mobile): (456)845-98, Phone (Home): (456)890-98, Custom Field #1: He/him, Custom Field #2: Enter Custom Field #2, Custom Field #3: , and Custom Field #4: .

Field	Value
First Name	Daniel
Last Name	Stevens
Job Title	IT Manager
Department	IT Department
Address (Work)	5900 Balcones drive, Ste 8139 Austin, TX 78731
Address (Home)	5689 West Broadway ave, Apt. 123 9 Austin, TX 7
Phone (Work)	(456)890-98
Phone (Mobile)	(456)845-98
Phone (Home)	(456)890-98
Custom Field #1	He/him
Custom Field #2	Enter Custom Field #2
Custom Field #3	
Custom Field #4	

Please note: the profile changes you make here do not sync back to Google Workspace

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.

The image shows a screenshot of the BulkSignature web application interface. At the top, there's a header with the BulkSignature logo and window controls. Below the header, a purple notification box displays a success message: "Profile Updated Successfully!" with a checkmark icon. To the right of this, the user's name "Admin BulkSignature" and email "admin@bulksignature.info" are shown, along with a "Sign Out" button. The main form area contains several input fields for profile information: a text field for the address "5900 Balcones drive, Ste 8139
Austin, TX 78731", another text field for "Address (Home)" with the value "5689 West Broadway ave, Apt. 123 9
 Austin, TX 7", three phone number fields labeled "Phone (Work)", "Phone (Mobile)", and "Phone (Home)" with values "(456)890-98", "(456)845-98", and "(456)890-98" respectively. Below these are five custom fields labeled "Custom Field #1" through "Custom Field #5". Custom Field #1 has the value "He/him", while the others are empty. At the bottom of the form is a large blue button labeled "Save and Setup Signature".

BulkSignature

Profile Updated Successfully!

Admin BulkSignature
admin@bulksignature.info

Sign Out

5900 Balcones drive, Ste 8139
Austin, TX 78731

Address (Home):
5689 West Broadway ave, Apt. 123 9
 Austin, TX 7

Phone (Work) Phone (Mobile) Phone (Home)

(456)890-98 (456)845-98 (456)890-98

Custom Field #1 Custom Field #2

He/him Enter Custom Field #2

Custom Field #3 Custom Field #4

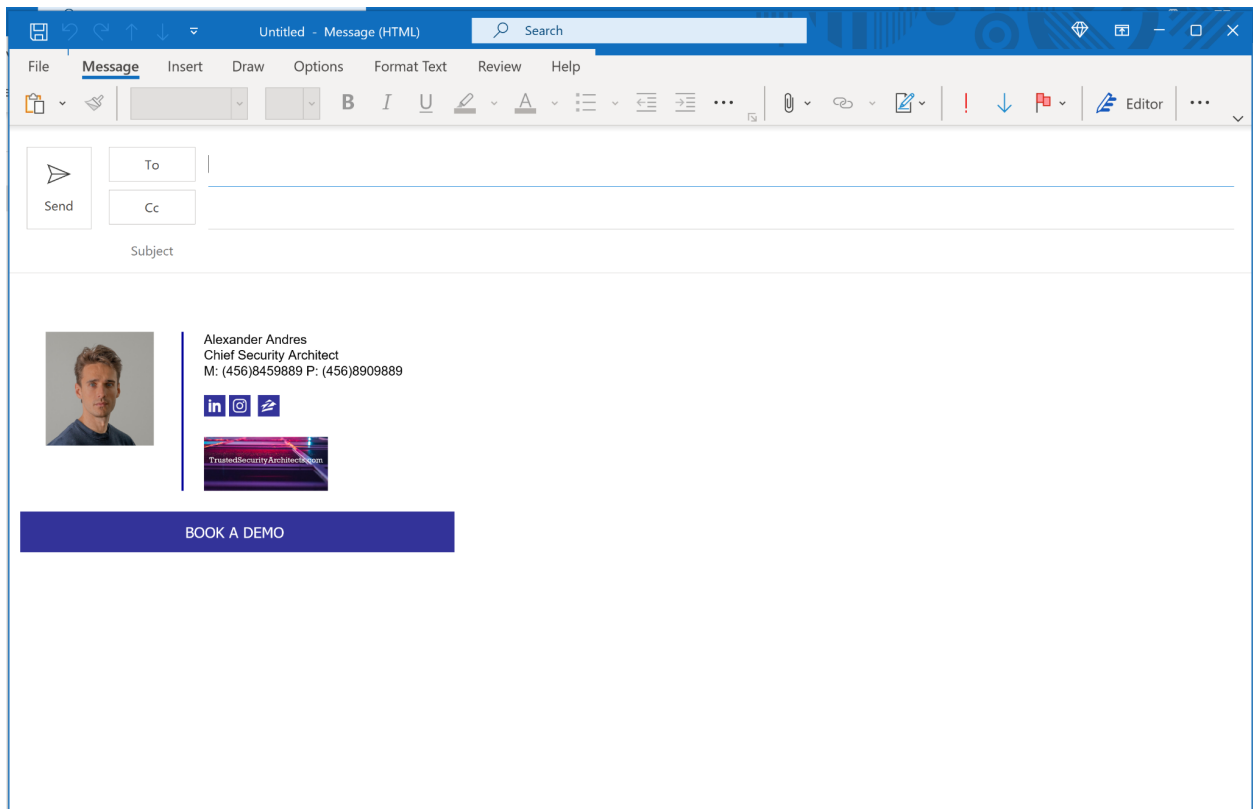
Enter Custom Field #3 Enter Custom Field #4

Custom Field #5

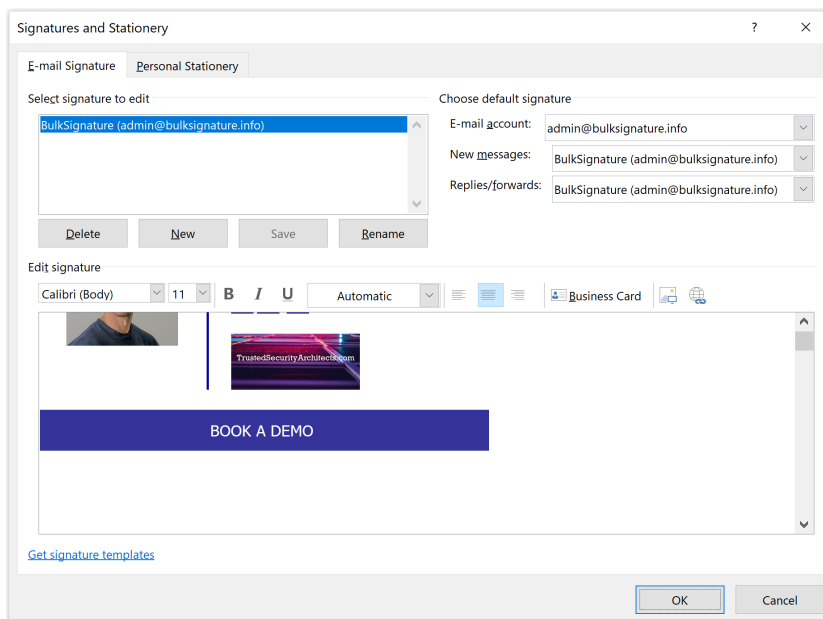
Enter Custom Field #5 Value

Save and Setup Signature

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!