



Hôpital général juif  
Jewish General Hospital

1. Click on link in JGH Now
2. Double click on **Click here to create signature**
3. The pop-up window “Execution Security Alert” will appear. Select “Start trusting the signer to execute this action” and click **Ok**
4. Enter your information
5. If you would like the McGill logo to appear in your signature, make sure you select **Yes** when asked
6. Click **Create signature** at top left
7. An email will automatically be sent to you
8. Open the email
9. Double click on the attachment entitled **signature.html**
10. Select **Save**
11. Save the attachment to a location on your computer that you will remember
12. When done, click **Tools**
13. Click **Preferences**
14. Click on **Signature**
15. Click **HTML or Image file**
16. Click **Browse**
  - a. When searching for the attachment make sure that under **Files of Type** you select **html**
17. Find the attachment that you saved in **step 10**
  - a. Make sure that under **Files of Type** you select **html**
18. Click **Open**
19. Click **OK** to close Preferences window
20. Click **New Memo**
21. Your signature will now appear