

Step-by-Step Instructions to Implement Email Signature into Outlook:

1. Scroll to pages 2-7 of this document to find your Crown Signature layout by location.
2. Update personal information.

*Note: There are two “M’s” for those employees that have two mobile numbers, if you do not have a second mobile number, simply delete it.*

1. Open Microsoft Outlook.
2. In Outlook, click “File” in the upper left corner.
3. Choose “Options” in the list (toward the bottom).
4. Select “Mail” (at top of list).
5. Choose “Signatures” (middle right side). You will now be in a “Signatures and Stationery” dialogue box in Microsoft Office.
6. Return to this Word Document to select and copy your chosen Signature with associated images. Please make sure you are copying the image and the text at the same time.
7. Return to Outlook and paste copied selection from Step 8 into the large open box in the Signatures & Stationery.

*Note: When pasting Crown logo, the image may not be visible. It will be visible once you have exited from this window and send an email.*

1. Click OK to save and close out of the “Options” area of Outlook.
2. Test by generating a new email.

Crown Signature US Version – Crown Americas



FIRST LAST NAME

Title

Crown Americas – Crown Iron Works

9879 Naples St. NE

Blaine, MN 55449 USA

www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature ARGENTINA Version – Crown Americas



FIRST LAST NAME

Title

Crown Americas – CPM Argentina S.R.L.

Address Line 1

Address Line 2

www.crowniron.com

D: +00.000.000.0000 | M: +00.000.000.0000 | M2: +00.000.000.0000

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Crown Signature BRAZIL Version – Crown Americas



FIRST LAST NAME

Title

Crown Americas – Crown Iron Tecnologias Ltda

Address Line 1

Address Line 2

www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature ASIA Version – Crown Asia



FIRST LAST NAME

Title

Crown Asia – Crown Asia Engineering (Wuhan) Co., LTD

Address Line 1

Address Line 2

Address Line 3

www.crownironasia.com | www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature GERMANY Version – Crown Europe



FIRST LAST NAME

Title

Crown Europe – CPM SKET GmbH

Schilfbreite 2, 39120

Magdeburg, GERMANY

www.europacrown.com | www.crowniron.com

D: +00.000.000.0000 | M: +00.000.000.0000 | M2: +00.000.000.0000

CONFIDENTIALITY NOTICE:

Hauptsitz: CPM SKET GmbH, Schilfbreite 2, 39120 Magdeburg

Geschäftsführer: Henning Noack

HRB-Nr.: 7037 / AG Stendal

Ust.-Id.Nr.: DE 289 582 896

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Crown Signature THE NETHERLANDS Version – Crown Europe



FIRST LAST NAME

Title

Crown Europe – Europa Crown Limited

Grote Tocht 100, 1507 CE, Zaandam,

THE NETHERLANDS

www.europacrown.com | www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature RUSSIA Version – Crown Europe



FIRST LAST NAME

Title

Crown Europe – Russia Office

Office 421, Korpus A, 5 Flotskaya Street

Moscow, RUSSIA 125493

www.europacrown.com | www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature UK Version – Crown Europe



FIRST LAST NAME

Title

Crown Europe – Europa Crown Limited

Waterside Park, Livingston Road, Hessle,

East Yorkshire, HU13 OEG, UNITED KINGDOM

www.europacrown.com | www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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Crown Signature Layout UKRAINE Version – Crown Europe



FIRST LAST NAME

Title

Crown Europe – Ukraine Office

Apartment 551, 13-A, Timoshenko Str.

Kiev, 04212, UKRAINE

www.europacrown.com | www.crowniron.com

D: 000.000.0000 | M: 000.000.0000 | M2: 000.000.0000

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