

## Installing Rubric Signature remotely

When users are working directly from the Rubric network their signatures will be set up automatically within Outlook, however, users not directly connected will need to install their signatures manually.

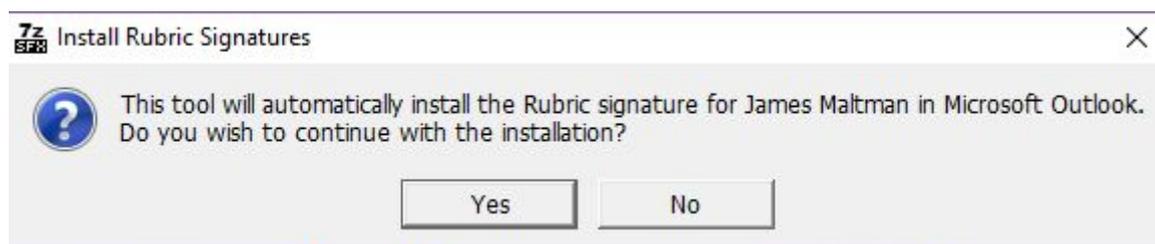
Users should download their signature from:

**<https://rubric.com/en/email/signature/<username>.rubric.com.exe>**

Please note: Your Rubric systems username and password will be required to access the file.

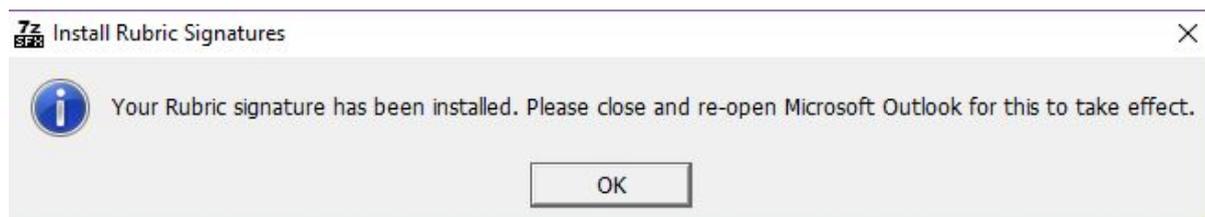
Once downloaded, run the application and you will be asked to confirm the installation.

Click on the **Yes** button.



The installation will now begin. There is no progress indicator but it should take only a few seconds.

Once completed the tool will confirm this as per the below screenshot.



You can now open Microsoft Outlook and go to compose a new message.

Your new signature should be present.