

# How to create an e-mail signature?

Here you will find instructions for running the software **Covum Mailsignatur**.

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## 1 How the software works - a general description

Covum Mailsignatur generates centrally Microsoft Outlook signatures for all your employees.

### 1.1 Which prerequisites are needed?

You need Windows 2000 upwards, .Net Framework version 2.0 upwards and Microsoft Outlook 2000 upwards on the computers of your employees.

### 1.2 Which parameters are there?

Software will get started with the following parameters:

```
CovumMailsignatur.exe [ini file]
```

You can specify a path and filename as [ini file]. By default the "CovumMailsignatur.ini" in the directory "Templates" is used.

### **1.3 Which files I have to edit?**

Covum Mailsignatur has **3 configuration files**:

- **Users.xml**: If you want to provide a standardized signature to all your employees without using Windows Active Directory, you have to use this file.
- It is an XML file, wherein you can define new elements inside the tag <user>. Here dynamic user data can be administrated. Dynamic data are user information that are different for every user, such like last name, first name, telephon number, e-mail.
- In **Static.xml** you can manage statical data, that are equal for all users, such like disclaimer, name of chairman, trade register. Use this file if you want to generate several signatures, e.g. in different languages or with different disclaimer.
- In the folder **Templates** default templates exist for your e-mail signature in two formats: TEXT and HTML.  
The content of the templates can be inserted manually or by referencing from the **Users.xml** configuration file and the **Static.xml** configuration file. You can customize the files or generate new templates.
- Finally you define the basic settings in the **CovumMailsignatur.ini**, e.g. which templates are provided for your users in Outlook.

HINT: To edit the XML files please use a text editor (e.g. notepad) or an html editor of your own choice. Please take care of the correct XML syntax! You can edit HTML files by an html editor or a text editor.

HINT 1: The templates are only examples. We assume no liability for accuracy and completeness of the specifications.

## **2 Installation, licensing and configuration**

### **2.1 Download and installation**

Download the software as zip file. Extract the included files into a directory of your choice on your hard disc, e.g. C:\Program Files\mailsignature.

## 2.2 Including the license file

License information are stored in the file "CovumMailsignatur.lic". Please don't delete or change this file!

After ordering a version liable to pay costs you get the software with a four weeks valid license file. After that time an unlimited license file will be required.

## 2.3 Configuration

### 2.3.1 Configuration of Users.xml

Without using active directory, please save all users data in the file Users.xml. The following picture shows how the Users.xml file may appear. (Login is the Windows login or the Windows active directory login).

```
<?xml version="1.0" encoding="ISO-8859-1" ?>

<!-- Attention! You MUST delete or comment out "users" language block you dont need. -->

<!-- users: english language block -->
<Users Version="1">
  <user login="smith">
    <firstname>john</firstname>
    <lastname>Smith</lastname>
  </user>
</Users>
<!-- End users: english language block -->

<!-- Users: German/Deutsch block -->
<!--Users Version="1">
  <user login="mustermann">
    <vorname>Erika</vorname>
    <nachname>Mustermann</nachname>
  </user>
</Users-->
<!-- End users: German/Deutsch block -->
```

Inside the tag <user> you can define own elements, e.g.:

```
<?xml version="1.0" encoding="ISO-8859-1" ?>

<!-- Attention! You MUST delete or comment out "users" language block you dont need. -->

<!-- users: english language block -->
<Users Version="1">
  <user login="smith">
    <firstname>john</firstname>
    <lastname>Smith</lastname>
    <street>sample street</street>
    <position>manager</position>
  </user>
</Users>
<!-- End users: english language block -->

<!-- Users: German/Deutsch block -->
<!--Users Version="1">
  <user login="mustermann">
    <vorname>Erika</vorname>
    <nachname>Mustermann</nachname>
  </user>
</Users-->
<!-- End users: German/Deutsch block -->
```

Disposing Windows active directory, please use the following syntax: **--ldap:AttributName--**, e.g. **--ldap:givenName--**.

In active directory user attributes are administrated by the domain administrator.  
Please contact the administrator to clarify which attributes are used in your active directory.

Some important attributes:

- sn: last name
- givenName: first name
- mail: e-mail address
- personalTitle: personal title
- title: title
- telephoneNumber: telephone number
- facsimileTelephoneNumber: facsimile number
- mobile: mobile phone number
- street or streetAddress: street
- postalCode: postal code
- l: city

[Download a list of further attributes as pdf file](#)

### 2.3.2 Configuration of Static.xml

In Static.xml you can define data which are equal for all users, e.g. disclaimer, name of chairman, trade register.

As in Users.xml you may define new elements inside the tag <static> in this file.

The following picture shows how Static.xml may look like:

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<!-- Attention You MUST delete or comment out the "static" language block you don't need. -->

[... ]

<!-- English "static" language block -->
<static>
  <company_name>sample company</company_name>
  <company_registration_number>sample registration number</company_registration_number>
  <company_registration_place>sample place</company_registration_place>
  <company_postal_code>sample postalcode</company_postal_code>
  <company_city>sample city</company_city>
  <company_street_street_number>sample street 12</company_street_street_number>
  <company_country>sample country</company_country>
  <company_phone>sample phone</company_phone>
  <company_fax>sample fax</company_fax>
  <company_email_address>sample email address</company_email_address>
  <Disclaimer>Important Note: This e-mail may contain trade secrets or privileged, undisclosed
  or otherwise confidential information. If you have received this e-mail by mistake, you are
  hereby notified that any review, copying or distribution hereof is strictly prohibited.
  Please inform us immediately and destroy the original transmittal.</Disclaimer>

</static>
<!-- End english "static" language block -->
```

### 2.3.3 Structure and syntax of a template file

The signature itself will be defined in a template file. According to the requirements you can use templates in HTML or TXT format.

Though data of Users.xml and Static.xml will be used.

The following picture shows the structure of a template file in HTML format.

As visible in the next picture, data of Users.xml and Static.xml are inserted as **--users:elementName--** und **--static:elementName--** in the template file.

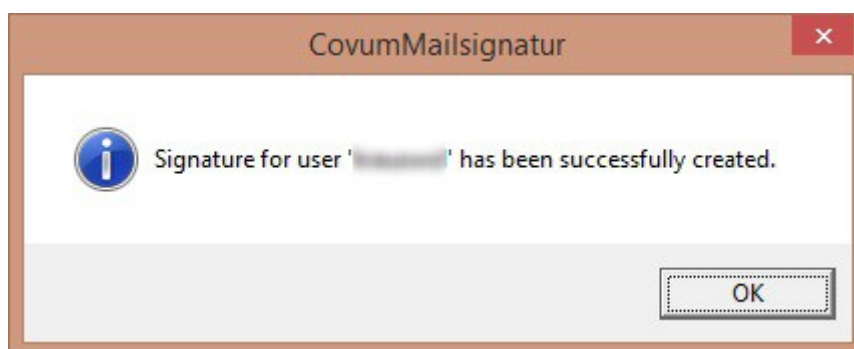
Disposing Windows active directory the attributes are addressed with **--ldap:attributName--**. In HTML you can use HTML format.

The following example Limited\_Company.HTM shows the possible appearance of an HTML template.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">
<html lang="de">
  <head>
    <title>Template for Limited Company</title>
    <meta http-equiv="Content-Type" content="text/html; charset=ISO-8859-1">
  </head>
  <body style="margin-left: 10px;">
    <table border="0" cellpadding="0" cellspacing="0">
      <tr>
        <td style="padding-bottom: 40px; FONT-FAMILY: Arial; font-size: 10pt;">
          Best regards,<br><br>

          <!-- If Users.xml is used (use english language block) : -->
          --users:firstname-- --users:lastname--
          <!-- If Windows Active Directory is used: -->
          <!-- --ldap:givenName-- --ldap:sn-- -->
        </td>
      </tr>
      <tr>
        <td style="border-top: 1px dashed #cccccc; padding-top: 10px; padding-bottom: 30px;
          padding-left: 0px; FONT-FAMILY: Arial;
          font-size: 10pt;">
          --static:company_name-- <br>
          Registration number: --static:company_registration_number--<br>
          Registration place: --static:company_registration_place--<br><br>
          --static:company_postal_code--<br>
          --static:company_city--<br>
          --static:company_street_street_number--<br>
          --static:company_country--<br>
          --static:company_phone--<br>
          --static:company_fax--<br>
          --static:company_email_address--<br>
        </td>
      </tr>
    </table>
  </body>
</html>
```

After finishing the editing of Users.xml, Static.xml and Template.html or Template.txt please run the program "CovumMailsignatur.exe". You will get following answer:

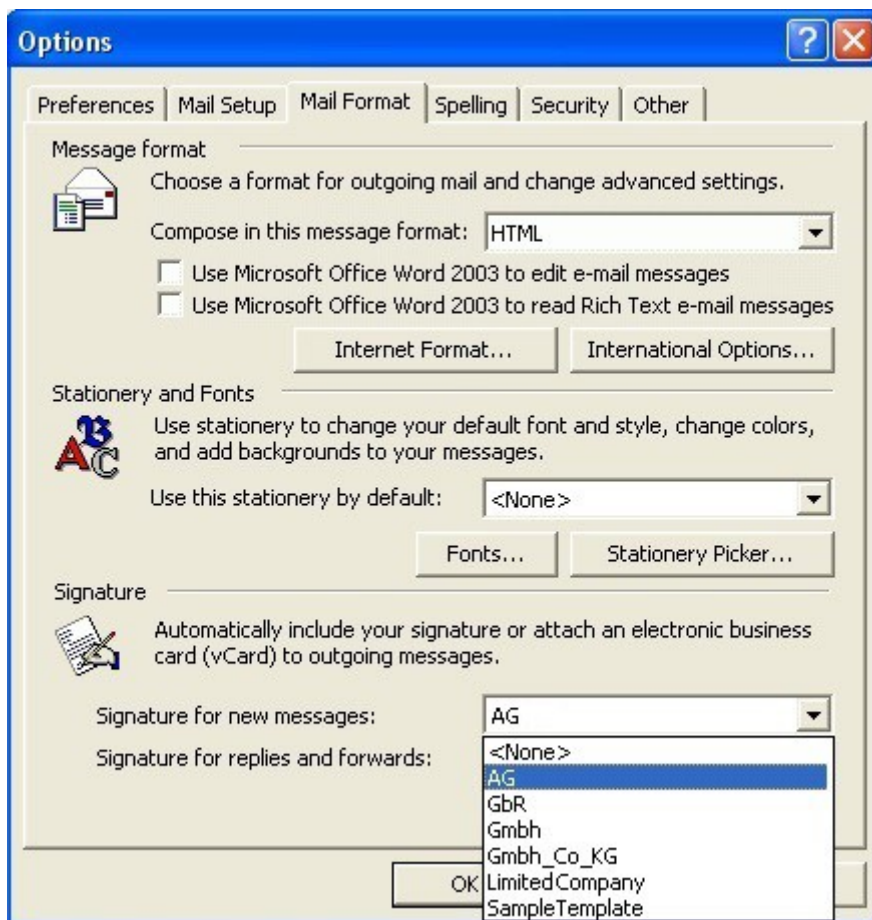


You define the available templates in the file "CovumMailsignatur.ini".  
Please edit the following entry:

```
# Welche der gefunden Templates werden tats&auml;chlich verwendet?  
# --- EN ---  
# Which templates are actually used?  
SignaturTemplates = AG, GmbH, Limited_Company
```

Register the name of the templates which should be used, seperated by comma.

If you specified multiple templates in "CovumMailsignatur.ini", your user may choose a suitable template in Microsoft Outlook:



The result shows the selected signature at the end of the e-mail.

### 3 Create new templates

The following templates of legal company forms are already available for your e-mail signature (respectively in HTML and TXT format). They are located in directory "Templates":

- Limited Company
- AG
- GbR
- GmbH
- GmbH\_Co\_KG
- Kaufmann
- Kleingewerbe
- OHG

Additional you are able to generate an arbitrary number of templates meeting your own requirements.

You determine the available templates in the file "CovumMailsignatur.ini".  
Please edit the following entry:

```
# Welche der gefunden Templates werden tatsächlich verwendet?
# --- EN ---
# Which templates are actually used?
SignaturTemplates = AG, GmbH, Limited_Company
```

Register the name of the templates which should be used, separated by comma.

## 4 Configuration as single-user solution with the XML file

- **Downloading and extracting software**  
Download the software as zip file. Extract the included files into a directory of your choice on your hard disc, e.g. C:\Program Files\mailsignature.
- **Specification of signature content / adapting templates**  
Change into the extracted directory and then into the directory "Templates". Open a suitable template file in any TXT or HTML editor.  
Customize the content and save the file.
- **Running "CovumMailsignatur.exe"**  
Now you have to double click the file "CovumMailsignatur.exe" in the same directory.

**Ready!**

## 5 Configuration as network solution

Using the specified procedure below you centrally can administrate the signature templates for all users.

First you save the software on a network share available for all user, e.g.

```
\\server\software\CovumMailsignatur
```



The file "CovumMailsignatur.cmd" located in the main directory calls CovumMailsignatur from a network drive:

```
@echo off
call mkdir "%TMP%\CovumMailsignatur" > "%TMP\CovumMailsignatur.log"
call COPY \\server\software\CovumMailsignatur\CovumMailsignatur.*
"%TMP%\CovumMailsignatur\" /Y /Z >> "%TMP%\CovumMailsignatur.log"
call "%TMP%\CovumMailsignatur\CovumMailsignatur.exe"
\\server\software\CovumMailsignatur\templates\CovumMailsignatur.ini >>
"%TMP%\CovumMailsignatur.log"
call del "%TMP%\CovumMailsignatur\*.*" /Q
call rd "%TMP%\CovumMailsignatur" /Q
```

Open the file in any text editor (e.g. notepad) and replace all text passages "`\\server\software\CovumMailsignatur`" with the UNC path of your current installation directory. Now open the file "CovumMailsignatur.ini" in the directory "Templates" and fit the path to the directory "Templates":

```
# Pfad zu den Signatur-Templates
# Wenn der Wert der Variablen leer ist, wird ".\Templates\" angenommen.
# --- EN ---
# Path to signature templates
# In case of an empty value the default is ".\Templates\".
PathToTemplates = \\server\Software\CovumMailsignatur\Templates
```

Now the user can execute the script "CovumMailsignatur.cmd" manually. In case of running registration procedure it is possible to execute the script like:

```
call \\Server\software\CovumMailsignatur\CovumMailsignatur.cmd
```

This guarantees that all users take the latest signature at every time.

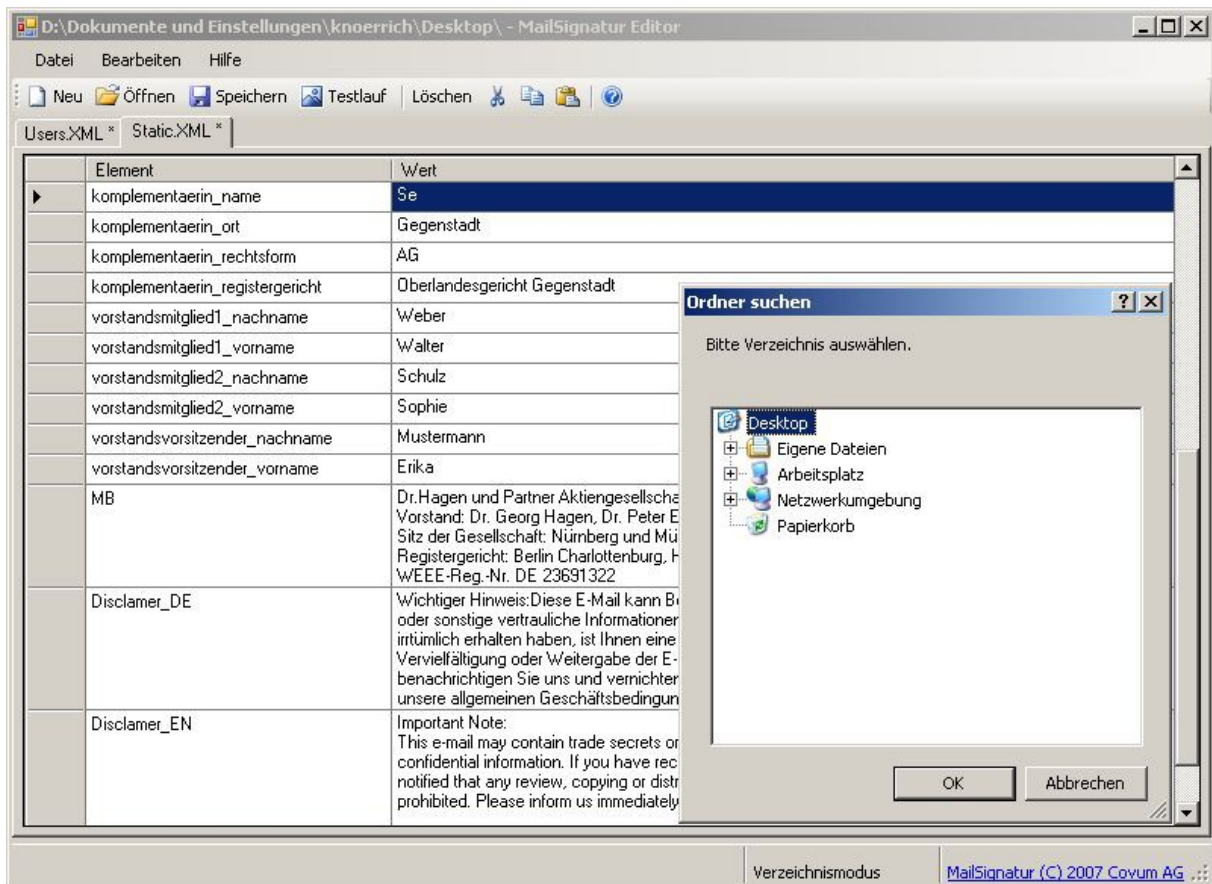
## 6 Graphical editor for Static.xml and Users.xml

Covum Mailsignatur offers you a graphical editor for editing the configuration files **Users.xml** and **Static.xml**.

### 6.1 Fileoperations: parallel opening of Users.xml and Static.xml (list mode)

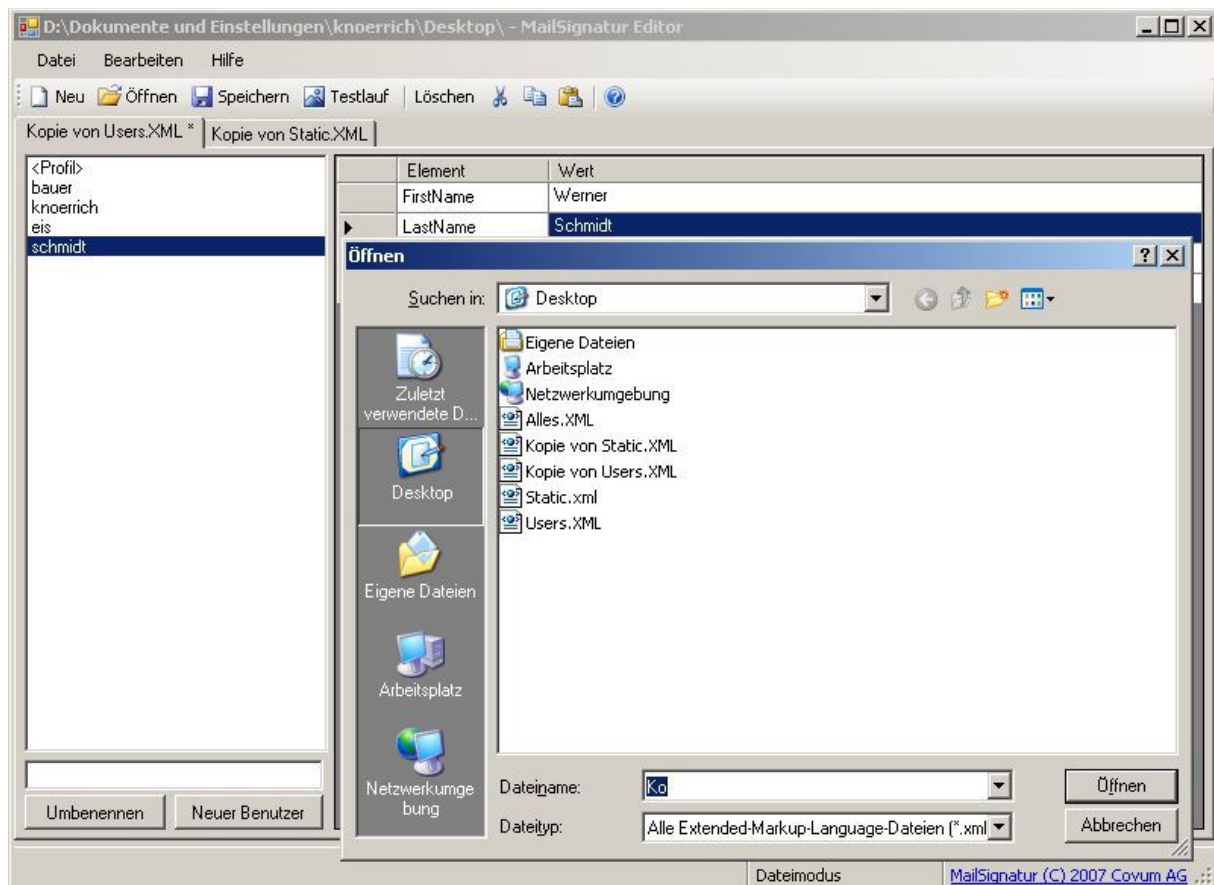
By default users and statics are stored with defined file names **Users.xml** respectively **Static.xml** in a common directory, where Covum Mailsignatur can use them.

Both the icon "Öffnen" as well as the corresponding menu item offer the selection of a directory for parallel loading both files into two tabs. Files can be edited and saved by their default file names.



## 6.2 Fileoperations: separate opening of Users.xml or Static.xml (file mode)

Alternatively the menu item "Öffne Datei" offers loading and editing users or statics as single file. In that case file name can be chosen. It is useful for inspecting and re-establishing automatical backups.



### 6.3 Saving

In list mode both tabs for users and statics will get stored together by file names **Users.xml** and **Static.xml** in the same directory.

In file mode both tabs for users and statics will get stored individually. It is possible to rename the files, but Covum Mailsignatur only uses **Users.xml** and **Static.xml**.

In both cases security backups will be generated, named by "Kopie von ...".

### 6.4 Editing of Users.xml

The left tab is designated for editing user data in **Users.xml** as described in 2.3.1.

The left side lists all existing users, on the right side it is possible to insert the elements of the selected user.

For deleting an element you have to mark the whole row and press the Del-key.

The topmost entry "<profil>" contains all existing users fields for filling with default values for new users.

For renaming or initial generation the prospective user name should be supplied.

## **6.5 Editing of Static.xml**

The right tab provides editing of **Static.xml** as described in 2.3.2.  
For deleting an element you have to mark the whole row and press the Del-key.

## **6.6 Test run**

Covum Mailsignatur can be started by icon or menu item "Testlauf". So new signatures will be generated using edited files.

Please notice, it only works with file names **Users.xml** and **Static.xml** and no other paths as defined in "CovumMailsignatur.ini" are used.