Email Signatures (Mac) – Updated 08.22.24

STEP 1: CHOOSE

Choose the signature type that most aligns with your role by going through the steps of the Email Signature Selector tool.

STEP 2: COPY

Select all (CMD-A) content within the box and copy (CMD-C).

STEP 3: OPEN OUTLOOK

Open up Microsoft Outlook and go to File > Settings > Signatures.



Once in signatures, click the [+] button to create a new signature.

dit signature:			
Signature name	Signature Pre	Signature Preview	
+ -	Edit		
hoose default signature:			
Account:	Chad Morris (chad.william.morris@gmail.com	ı) 🔁	
New messages:	None	0	
Replies/forwards:	None	0	

This will present a new window. Clear anything that may be in this window. Then paste (CMD-V) the copied content, name the signature, edit the information to be specific to you (name, title, phone, etc.) and click the save icon. Close the window.

Signature Name	Corporate Signature	
orginature Harrie		
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Clopay [®]		
ORPORATION		
Firstname Lastna	ame	
Clopay Corporation		
Mason, OH 45040		
Cell: (000) 000-0000 Office: (000) 000-000	J0, ext.0000	
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STEP 4: SETUP AND USE

Once you are returned to the signatures dialog box, Choose your "Account" from the pull down if not already selected, then choose the named signature in the "New Message" pull down menu. This will make your signature the default on all new email messages your create. Close the Signatures window.

Edit signature:			
Signature name		Signature Preview	
Corporate Signature	CORPORAT Firstname Job Position Clopay Corpu 8585 Duke B Edit Mason, OH 4	Day TION Lastname Title oration Ivid. 15040	
Accoun	Name (name@clopay.com)		
New message:	Corporate Signature		
Replies/forward:	None		

Once you create a new message your signature will automatically be in the message ready to go.