

Email Signatures (Mac) – Updated 08.22.24

STEP 1: CHOOSE

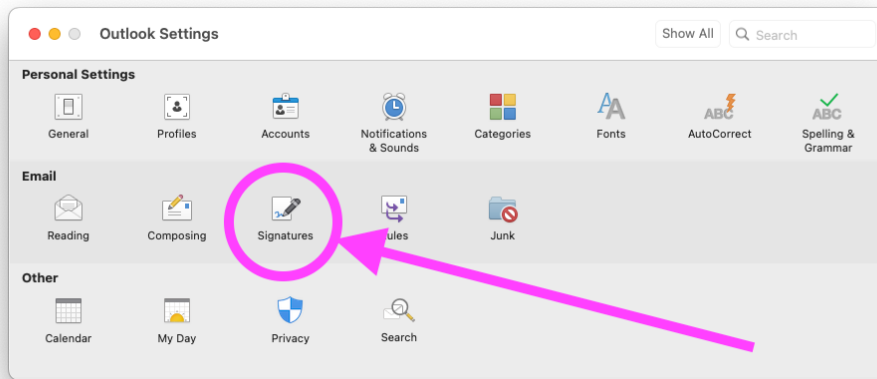
Choose the signature type that most aligns with your role by going through the steps of the Email Signature Selector tool.

STEP 2: COPY

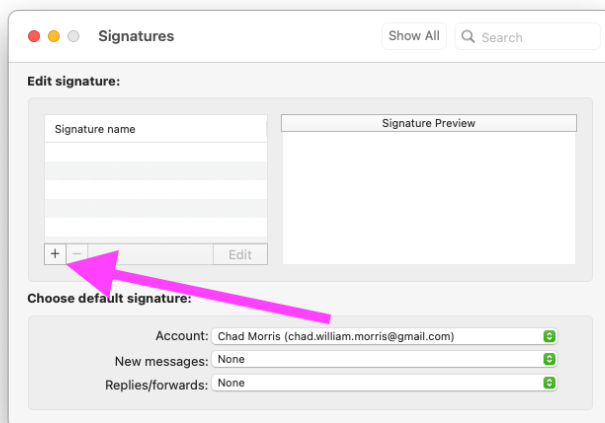
Select all (CMD-A) content within the box and copy (CMD-C).

STEP 3: OPEN OUTLOOK

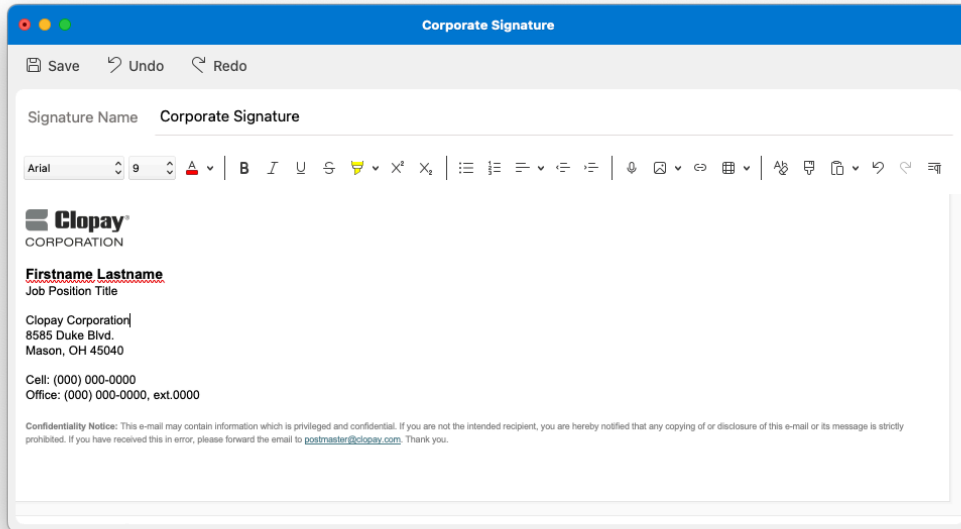
Open up Microsoft Outlook and go to File > Settings > Signatures.



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

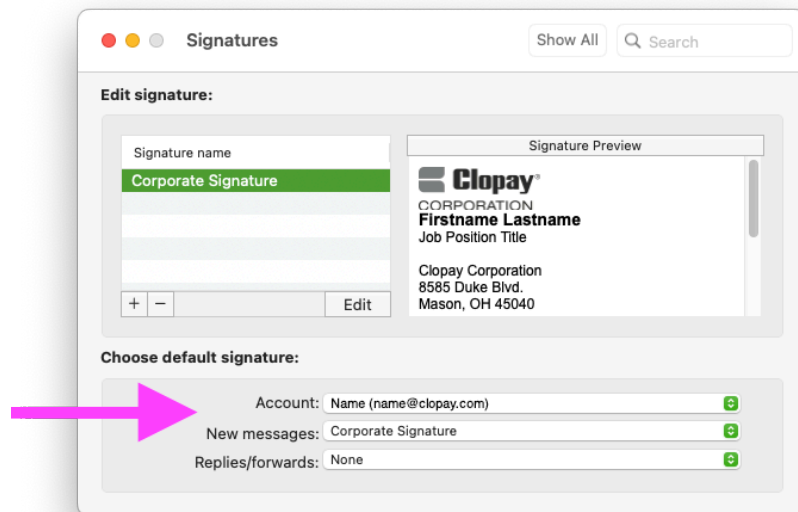


This will present a new window. Clear anything that may be in this window. Then paste (CMD-V) the copied content, name the signature, edit the information to be specific to you (name, title, phone, etc.) and click the save icon. Close the window.



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 you create. Close the Signatures window.



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