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### MAC

# Setting up a Professional Email Signature

## Step 1: Copy Your Signature

Navigate to the **'signature.html'** file that WWW.ART Design Services have supplied you. (Ensure you select the **.html** file extension, not **.htm**).

Right click and select **Open With** and select your chosen browser (eg. Chrome). Your email signature will open in the browser window.

WWW.ART Design Services
Tailored Website Solutions
<ul> <li>9A Billson Street (PO Box 593), Beechworth Vic 3747</li> </ul>
03 5728 3389
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www.wwwart.com.au

Press Cmd+A to select all.

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- 9A Billson Street (PO Box 593), Beechworth VIC 3747
- contact@wwwart.com.au



#### **Tailored Website Solutions**

Domains • Hosting • Office 365 • Design

<b>Kind Regards</b> Fiona Larkings	
	WWW.ART Design Services
WWART	Tailored Website Solutions
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Press Cmd+C to copy all.

## Step 2: Applying Your Signature

Open **Outlook for Mac** and navigate to **Outlook** in the menu bar.

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#### Open Signatures



Press the + icon to create a new signature.

In the dialog box, press **Cmd+V** to paste your signature. Update any of the default settings to suit your email requirements.





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Signature name	Signature		
WWW.ART Design Services	WWW.ART Design Services Tailored Website		

Close the window to **Save**.

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