

MAC

Setting up a Professional Email Signature

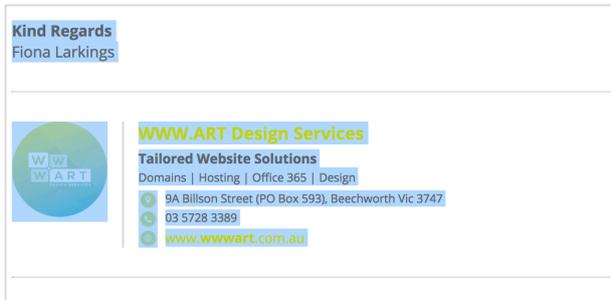
Step 1: Copy Your Signature

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.



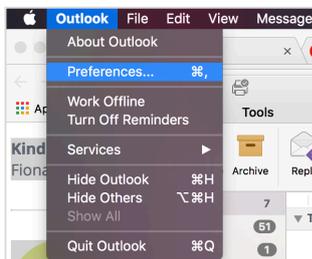
Press **Cmd+A** to select all.



Press **Cmd+C** to copy all.

Step 2: Applying Your Signature

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

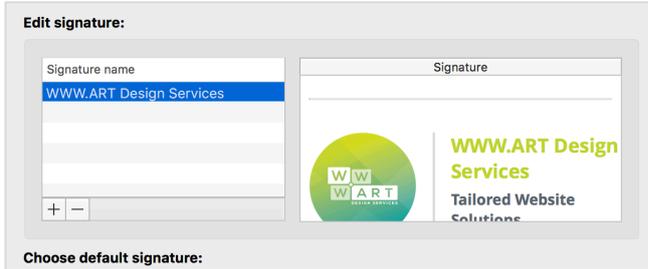


Open **Signatures**



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.



Close the window to **Save**.