

APPLE MAIL

OS X El Capitan 10.11

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in APPLE MAIL - EL CAPITAN 10.11

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Apple Mail (OS X El Capitan 10.11) within minutes.

IMPORTANT: These instructions are for OS X El Capitan 10.11 only. If you are looking for instructions for another version of Apple OSX, please contact your Email Signature provider.

1

STEP ONE

Open your provided Email Signature HTML file in Google Chrome or Mozilla Firefox.

IMPORTANT: Do NOT use the Safari web browser as it will cause formatting issues with your email signature and cause images to stack vertically.

2

STEP TWO

Now that your email signature is open in a new window, press **Command + A** to highlight the signature, then press **Command + C** to copy the signature.

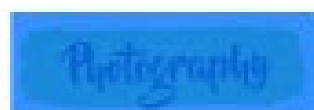
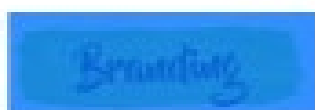
Have a great day,



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Think before you print.



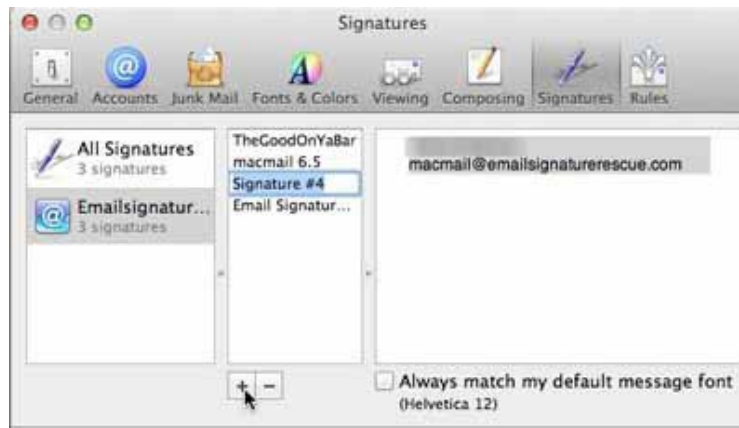
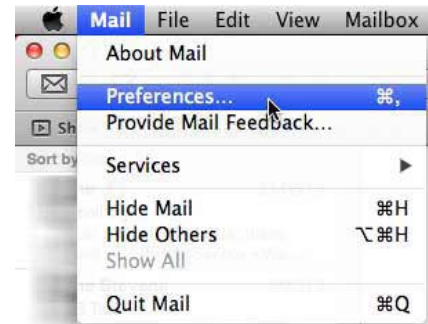
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3

STEP THREE

Open **Apple Mail** and create a new signature.
To create a new email signature, go to your top toolbar and select **Mail > Preferences...**

Then clicking on the **Signatures** tab to the top right. You should then see your email accounts in the left hand side of this window. Select the email account that you would like your email signature to be associated with, click on it and then press the + icon at the bottom to create a new signature.

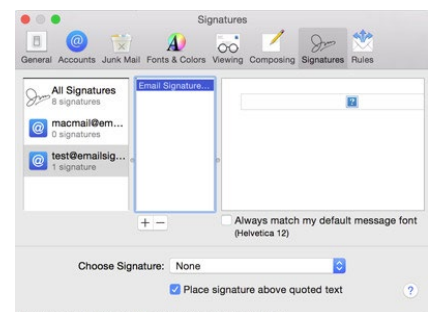


4

STEP FOUR

Give the signature a name and then click into the signature text box and delete all of the contents. When the signature text box is completely empty, press **Command + V** to paste your email signature in.

Your email signature won't display correctly when pasted, this is normal and should be ignored.



IMPORTANT: If the box below the paste area '**Always match my default message font**' is ticked, untick this. If it's left ticked, your email signature will not be formatted correctly.



Installing your email signature in

APPLE MAIL - EL CAPITAN 10.11

5

STEP FIVE

Now that you've pasted your signature we want to set it as the default so it automatically sends with each email from that account. At the bottom of the window you will see **Choose signature:**, select the signature you named above.

6

STEP SIX

Close your Preferences and save any changes if prompted.

Compose a new email and send it to yourself as a test. You will see your email signature is installed and displaying correctly.

**All done! Your email signature is now installed within Apple Mail
on OS X El Capitan 10.11!**

