

APPLE MAIL

OSX LEOPARD 10.5

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in APPLE MAIL - LEOPARD 10.5

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 (OSX Leopard 10.5) within minutes.

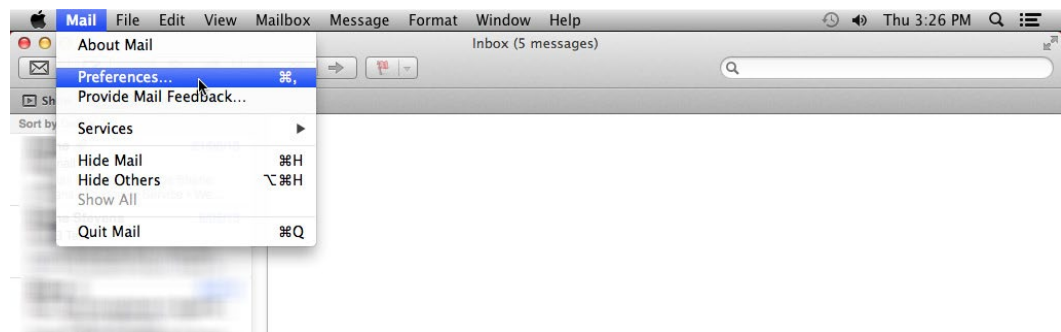
IMPORTANT: These instructions are for Leopard OSX 10.5 only. If you are looking for instructions for another version of Apple OSX, please contact your Email Signature provider.

The process in it's entirety goes like this: Create a blank email signature file in Apple Mail, then overwrite the blank email signature file with your provided email signature file. Follow the steps below to complete this.

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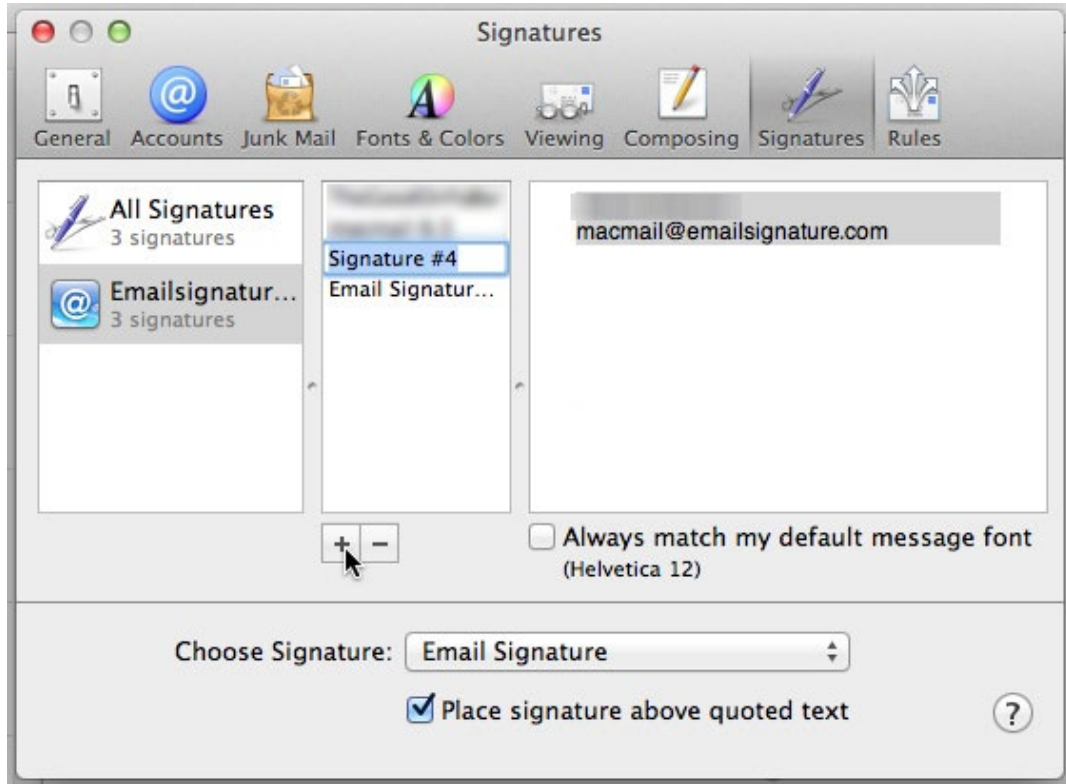
STEP ONE

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



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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, highlight it and then press the + icon at the bottom to create a new signature.



Save the signature then close the Mail program. This is important, Mail must be closed now so we can edit the email signature.

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STEP TWO

Now you need to overwrite the email signature file that you just created in Apple Mail with your provided email signature file. Go to Finder > (Go > Home) > Library > Mail > Signatures > and find the email signature you just created in Apple Mail (it is saved there and the file will be dated today's date). Highlight and copy the name of the email signature file.



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STEP THREE

Navigate to where your provided email signature file is saved. Open the file in Safari (browser), then click on File > Save As and save your provided email signature file to your desktop, rename the extension to a "webarchive" file, and paste the name of the newly created email signature file as this file's name. Your signature that you were provided with should now look exactly the same as the email signature in Apple Mail.

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STEP FOUR

Overwrite the email signature file that you just created in Apple Mail with your provided email signature file (named exactly the same). Simply drag and drop the file to replace it.

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STEP FIVE

Open Apple Mail and go to the email settings. Now you can rename your email signature to whatever you would like and you need to drag it to associate it with the correct email profile.

**All done! Your email signature is now installed within Apple Mail
on OS X Snow Leopard 10.5!**

