

**APPLE MAIL**  
**OSX MOUNTAIN LION 10.8**  
YOUR EMAIL INSTALLATION GUIDE

# Installing your email signature in APPLE MAIL - MOUNTAIN LION 10.8

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 Mountain Lion 10.8) within minutes.

IMPORTANT: These instructions are for Mountain Lion OSX 10.8 only. If you are looking for instructions for another version of Apple OSX, please contact your Email Signature provider.

## STEP ONE

# 1

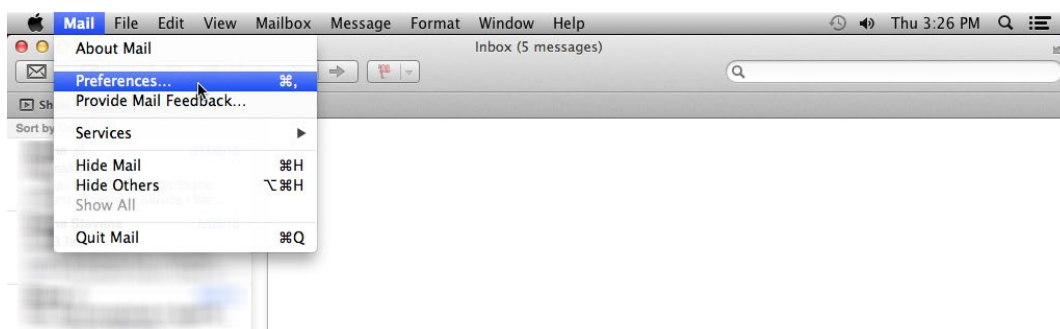
Open the Email Signature HTML file using TextEdit or TextMate2 or if you have different HTML reading/writing software, any one is fine.

NOTE: If you do not see HTML code when you open this file, you may need to change some preferences in TextEdit. This can be done by going to the top toolbar and selecting TextEdit > Preferences > Click on Restore All Defaults button at the bottom. Then under Format settings at the top select the "Plain Text" radio button. Click on the "Open and Save" tab at the top, and tick "Display HTML files as HTML code" at the top of this page. You will only need to do this, if your TextEdit program does NOT show html code the first time you open it.

## STEP TWO

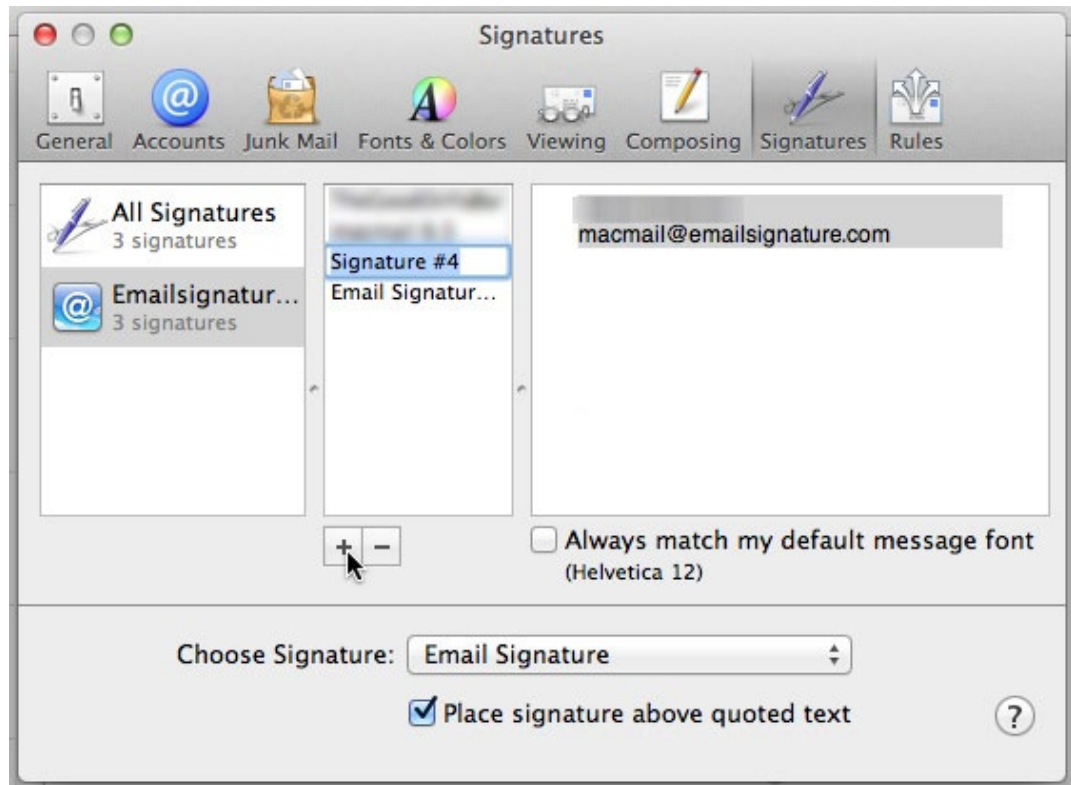
# 2

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.

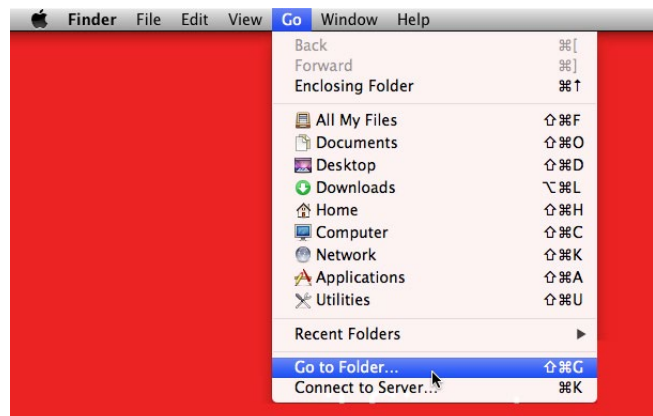


Save the signature then close the Mail program. This is important, Mail must be closed now so we can edit the email signature.

## 3

### STEP THREE

Open Finder. In the finder menu options click on “Go” and then select “Go to Folder”.

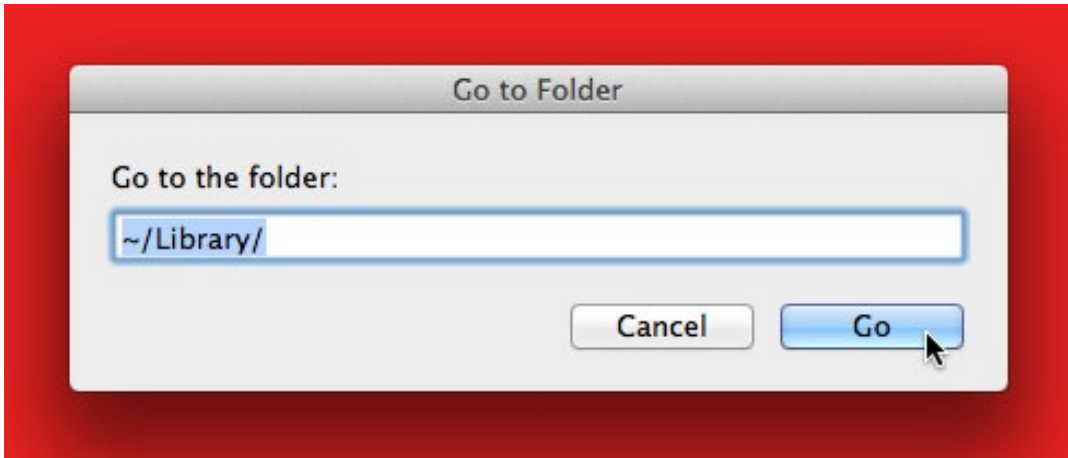


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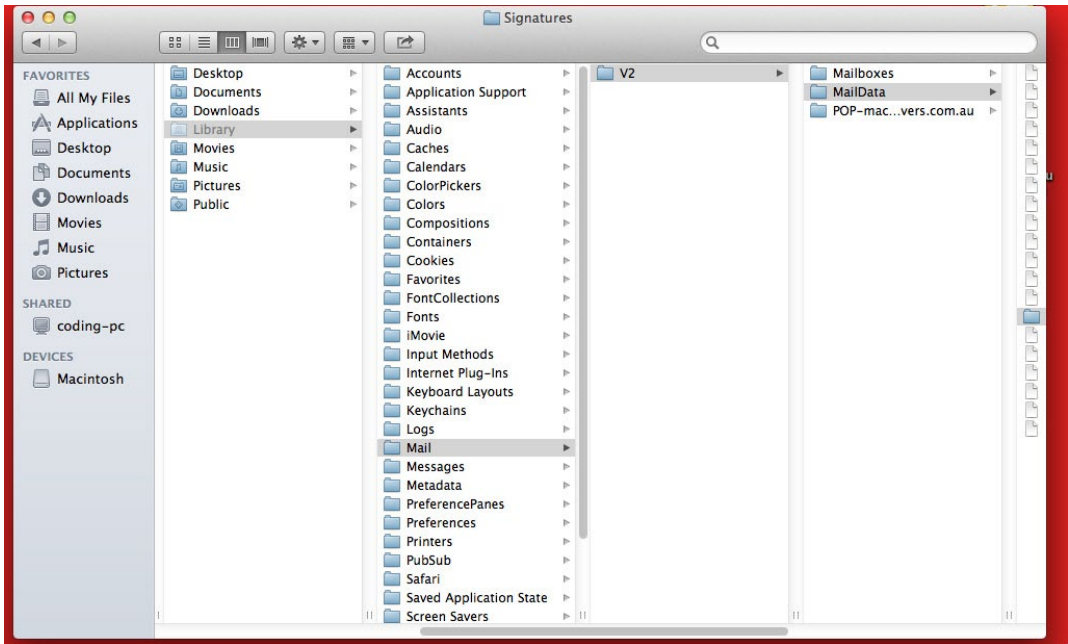
In the Go to Folder window enter the following:

```
~/Library/Mail/V2/MailData/Signatures
```

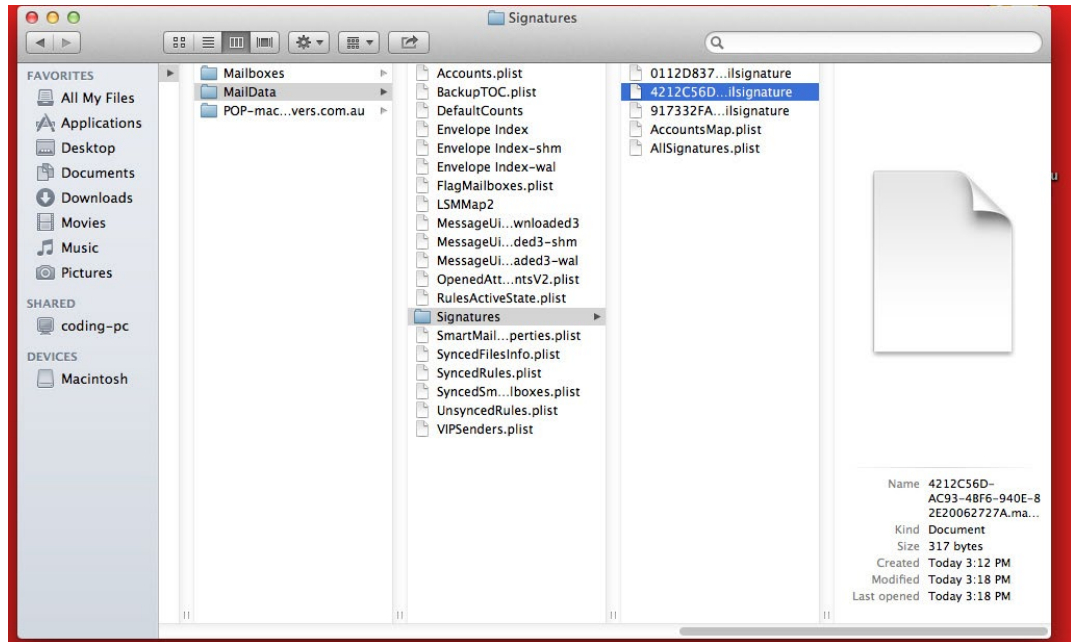
Alternatively, you can navigate there by entering “~/Library/” without the quotations as pictured, then click “Go”.



Then you must navigate to where your Mail signature is stored. To do this we select the folder from the list called: `~/Library/Mail/V2/MailData/Signatures` as pictured below.

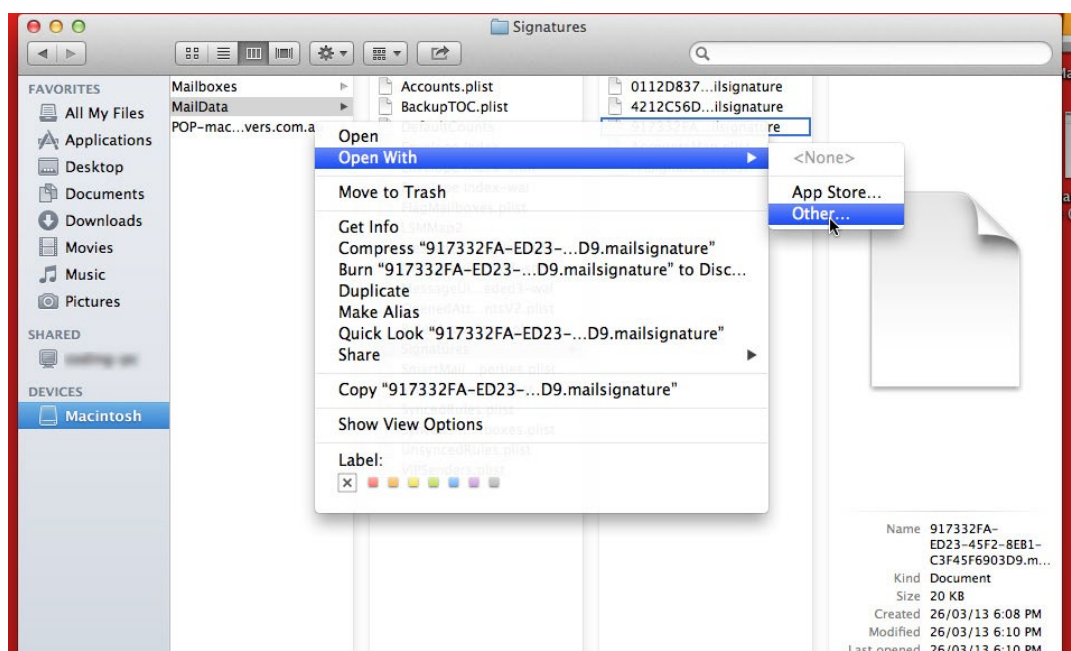


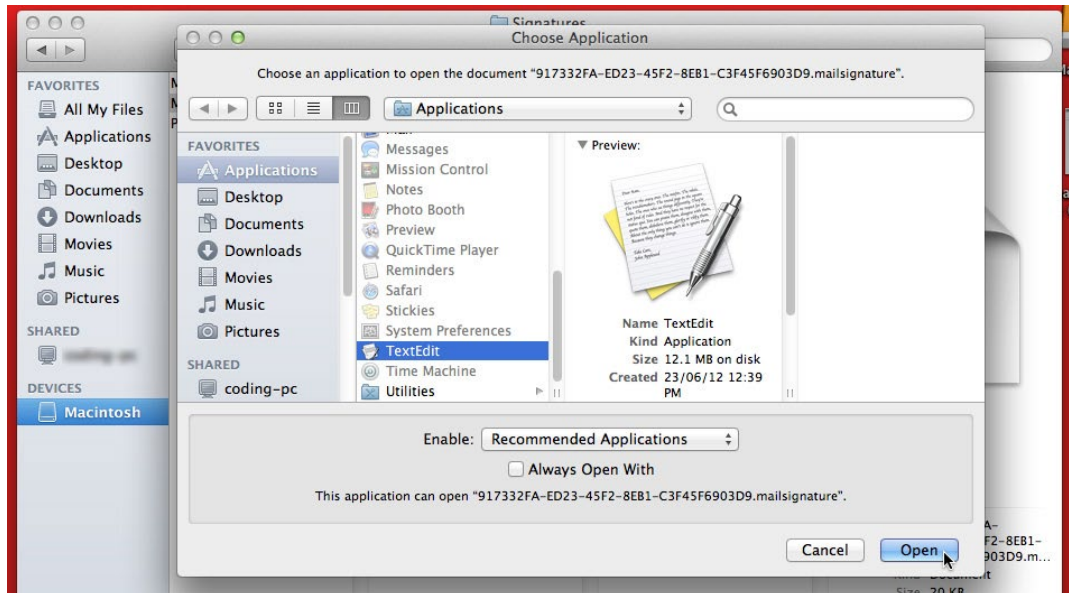
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**IMPORTANT:** If using iCloud and you will need to locate your file here  
`~/Library/Mobile Documents/com~apple~mail/Data/MailData/Signatures/`

Now find the signature you just created. The file you are looking for ends in .mailsignature (for example, D879F2D5-CCA1-4BCA-AA5F-5EEB54995957.mailsignature) and it will be created on today's date. Open this file using TextEdit (Open With > Other > Applications > TextEdit).



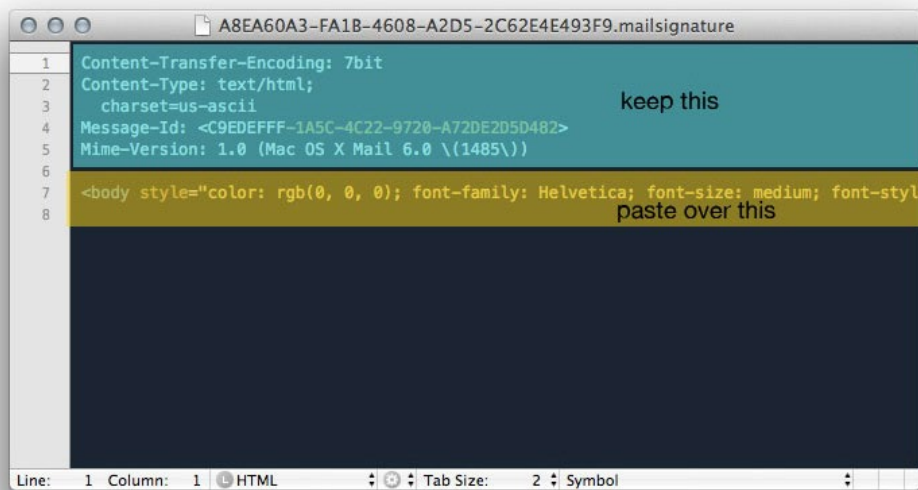


## STEP FOUR

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You need to now Copy (Command C) the entire code from the Email Signature HTML file and paste (Command V) the code into the mail signature.

**IMPORTANT:** You need to leave the header text in the mail signature, do not paste over the header text. See image below. Save the mail signature, File > Save (or Command S).



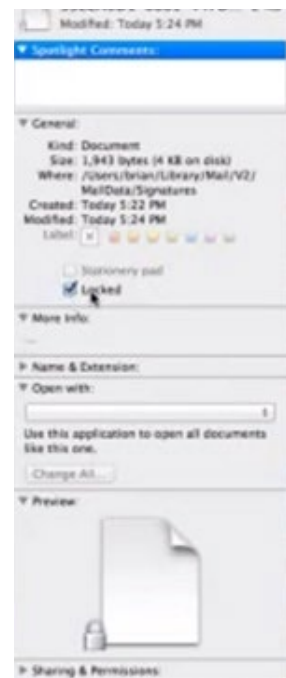
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## 5

### STEP FIVE

NOTE: If you are using iCloud, do not complete Step Five. You do not need to lock the file. (You can find out if you are using iCloud for the Mail.app by checking System Preferences > iCloud)

Select the email signature file in Finder. Press “Command I” and then tick the “Locked” tick box.



All done! Your email signature is now installed within Apple Mail on OS X Mountain Lion 10.8!

