

MAILBOX

101

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Mailbox within minutes.

STEP ONE Decrementation of the second secon

2

Open **Mailbox** and from the top menu, select **Mailbox** then **Preferences**.



Installing your email signature in

102 MAILBOX

3

STEP THREE

Under the **Account** sub-heading, you will see a Signature box where you can paste your signature.

Click into the box and press **Command + V** to paste your signature. Close the box when you're done.

	Preferences	
Accounts	Signed in as	Sign Out
Auto-Swipe		
Lists	Email Accounts	Add Account
Snoozes		17.00
Advanced	Default Address	LUN
	Default Address	
	Signature	Reset to Default
	Same for all accounts	
	Signature Have a great day.	
	GEEKSTER	Jake Crowley - Graphic Designer JC Creative - Bringing (disas to life cell. 778-563-0011 / office. 770-770-180 email jake@jccreative.com / Visit my address. 1400 West 14th, Surrey Hits, C () (a) (b) (f) (disast 14th, Surrey Hits, C (c) (c) (c) (c) (c) (c) (c) (c) (c) (c)



STEP FOUR

Now compose an email. You will see your signature on the email unless you choose to not show it.

You can hide or show your signature when composing by pressing the three grey dots that appear at the bottom of the email.

	New Message
To:	4
Subject	
Have a great day,	
	Jake Crowley - Graphic Designer JC Creative - Bringing ideas to life
	cell. 778-563-0041 / office. 770-770-4800 email. jake@jccreative.com / Visit my website
GEEKSTER	address. 1400 West 14th, Surrey Hills, OL 14435
	💙 💿 🛞 🚹 View my portfolio
0	
Branding	Loco Vesign Hotography
Think before you print.	

All done! Your email signature is now installed within Mailbox for Mac OS X!

 \searrow