

OUTLOOK FOR MAC 2011

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in OUTLOOK FOR MAC 2011

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Outlook for Mac 2011 within minutes.

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.

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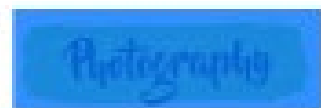
STEP TWO

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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STEP THREE

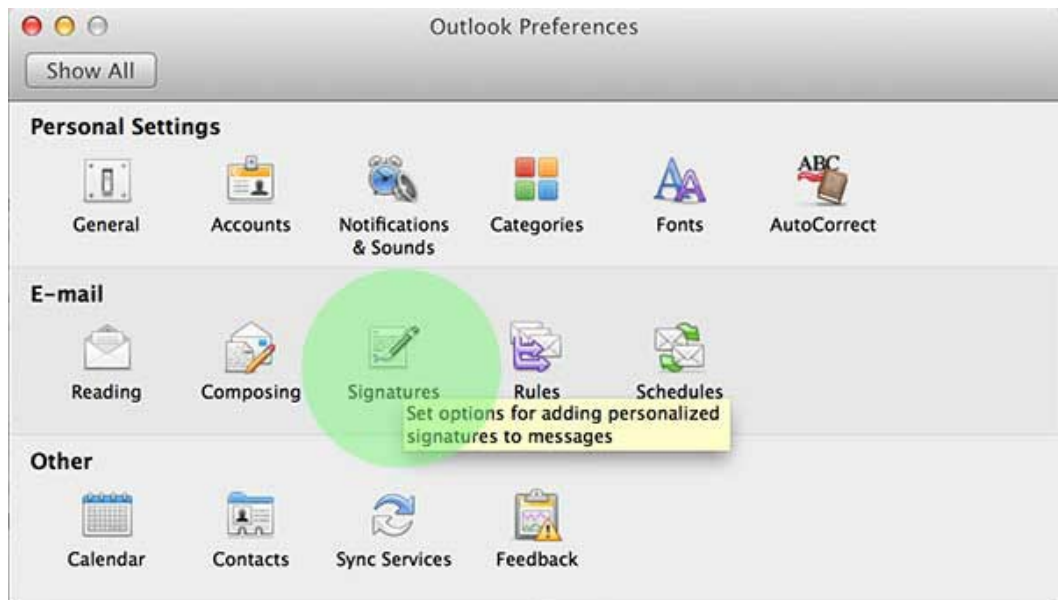
Open **Outlook 2011 Mac**. Go to **File > Preferences**.



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STEP FOUR

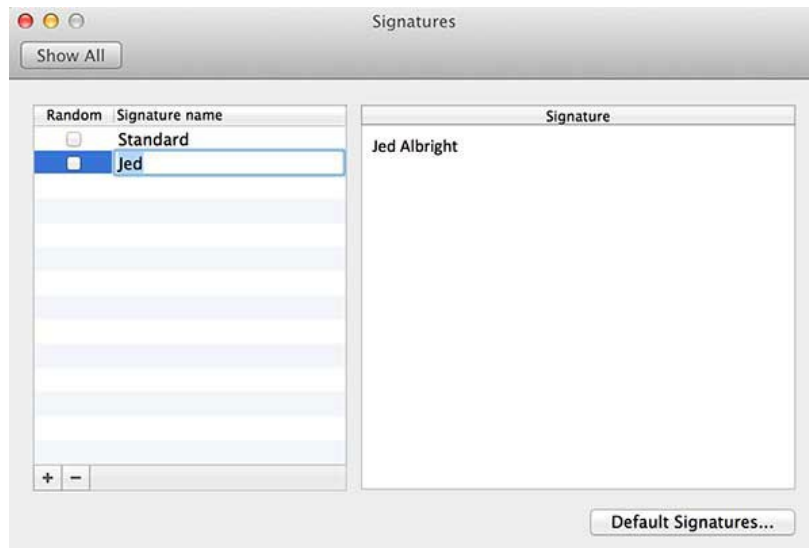
Once the **Preferences** window opens, select **Signatures**.



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STEP FIVE

Press the + button to create a new signature and give your signature a name.



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STEP SIX

Click in the Signature text box, delete any existing text or code in the box first, then press **Command + V** to paste your signature. (As this box is quite small, the signature might look a little distorted, but that's ok, compose an email to see how it will really look).

If you would like to setup Default Signatures, click the Default Signatures... button at the bottom and choose the correct signature for your email account.

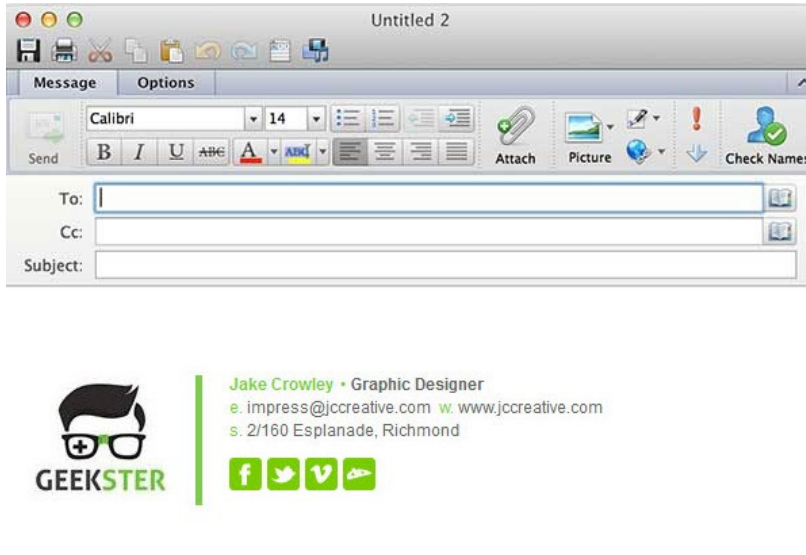


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STEP SEVEN

That's it, now compose an email to see your signature.



All done! Your email signature is now installed within Outlook for Mac 2011!

