OUTLOOK FOR MAC 2016

YOUR EMAIL INSTALLATION GUIDE

OUTLOOK FOR MAC 2016

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 2016 within minutes.

IMPORTANT: Since the release of Outlook for Mac 15.22 and newer, your email signature may display with some slight formatting issues. This is due to Outlook changing to their MS Word rendering engine which only displays correctly from Outlook to Outlook.

Unfortunately, this is completely out of our control so we recommend using a different mail client, or rolling back to version 15.21.

1 STEP ONE

Open your provided Email Signature HTML file in Google Chrome or Mozilla Firefox, **NOT** in Safari.

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.
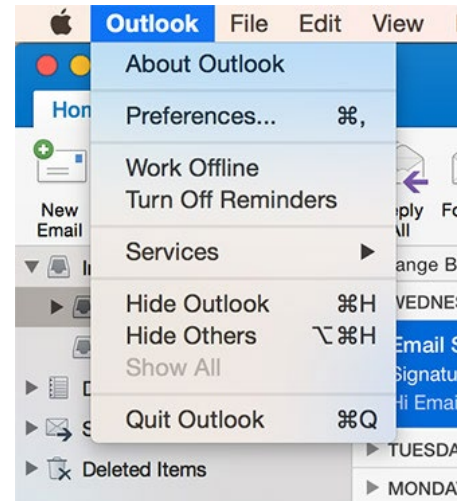
STEP THREE

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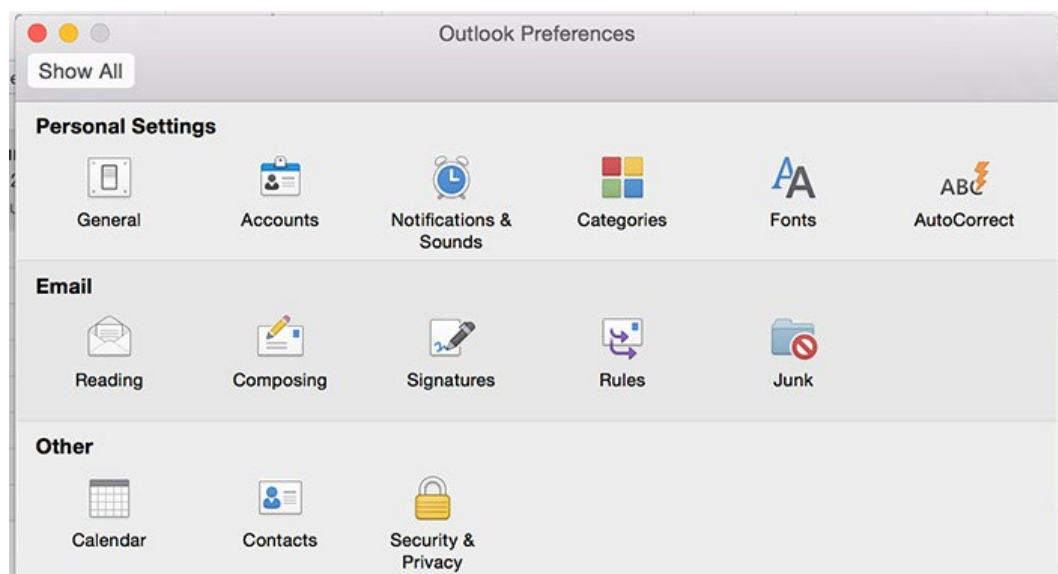Open **Outlook for Mac 2016**.

Select **Outlook** on the toolbar at the top, then select **Preferences**.

STEP FOUR

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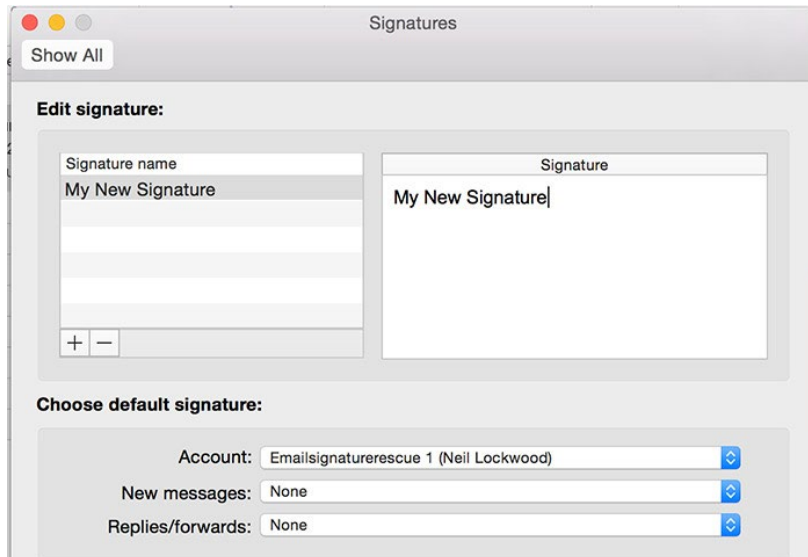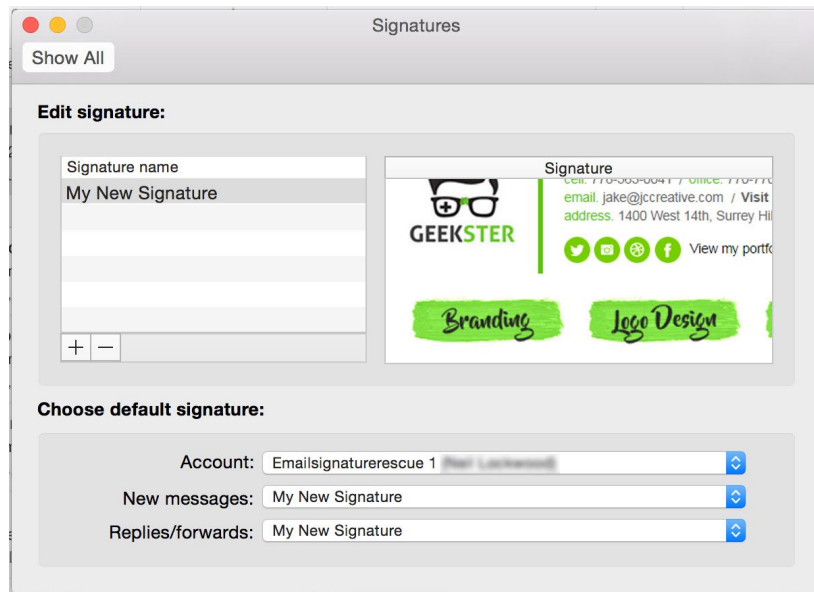Once the **Preferences** window opens, select **Signatures**.

STEP FIVE

Click on the **+ (plus)** icon to create a new signature and type a name for your email signature, hit enter.

STEP SIX

Paste your signature into the field by pressing **Command + V**. Set your signature as the default for **New Messages** and **Replies/forwards** below.

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STEP SEVEN

Close your settings and compose a new email. Send the email to yourself to test that it it's working correctly.

All done! Your email signature is now installed within Outlook for Mac 2016!