

POSTBOX FOR MAC

YOUR EMAIL INSTALLATION GUIDE

Installing your email signature in POSTBOX FOR MAC

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

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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.



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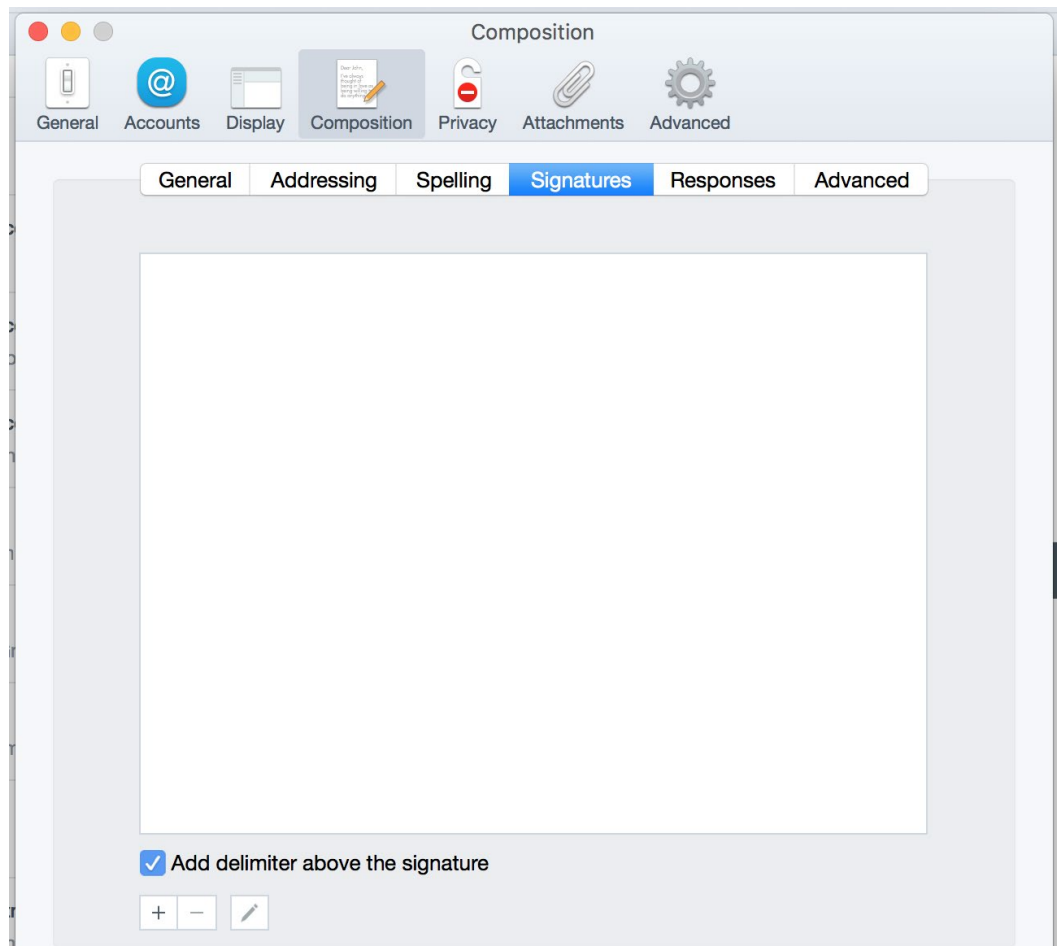
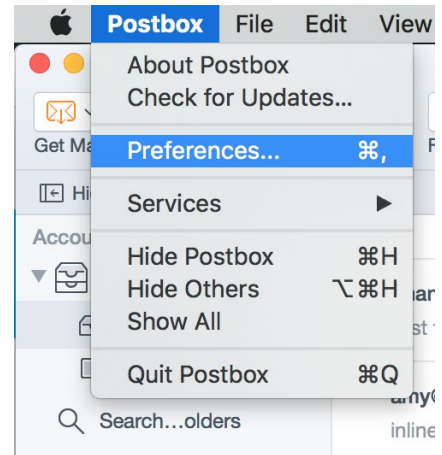
STEP THREE

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

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STEP FOUR

Select the **Composition** tab at the top of your Preferences window, then add a new signature by clicking the **+** (**plus**) icon at the bottom left.

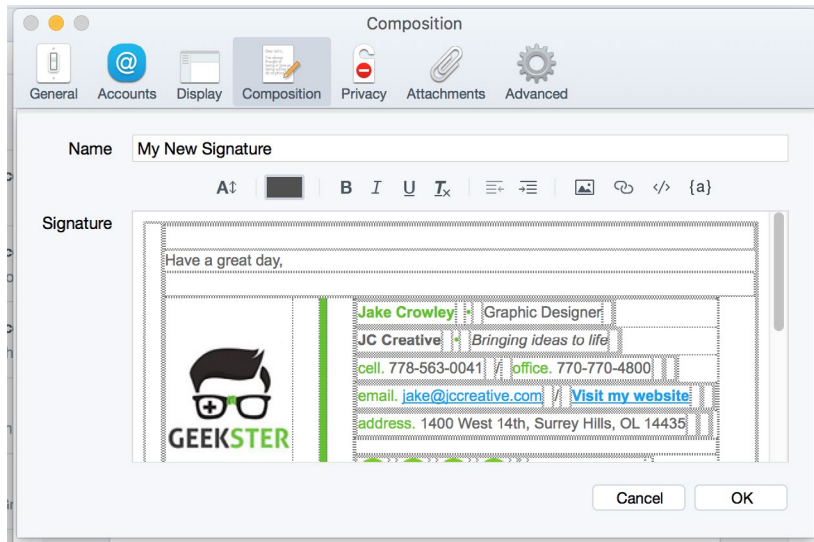


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STEP FIVE

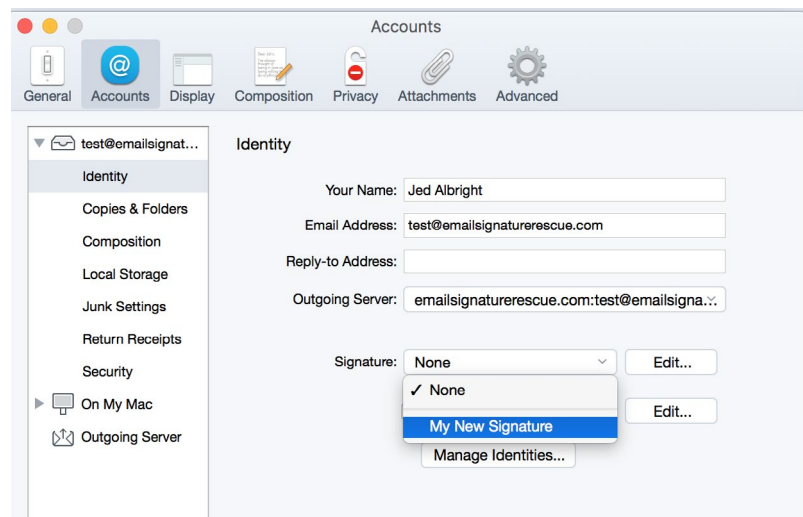
Give your signature a name in the top text field, then click inside the Signature field below and press Command + V to paste your copied email signature.



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STEP SIX

Now that you've pasted your signature, hit **OK** then select the **Accounts** tab at the top. Select your email account on the left side, then select **Identity**. You will see a signature field, choose the signature you just made.



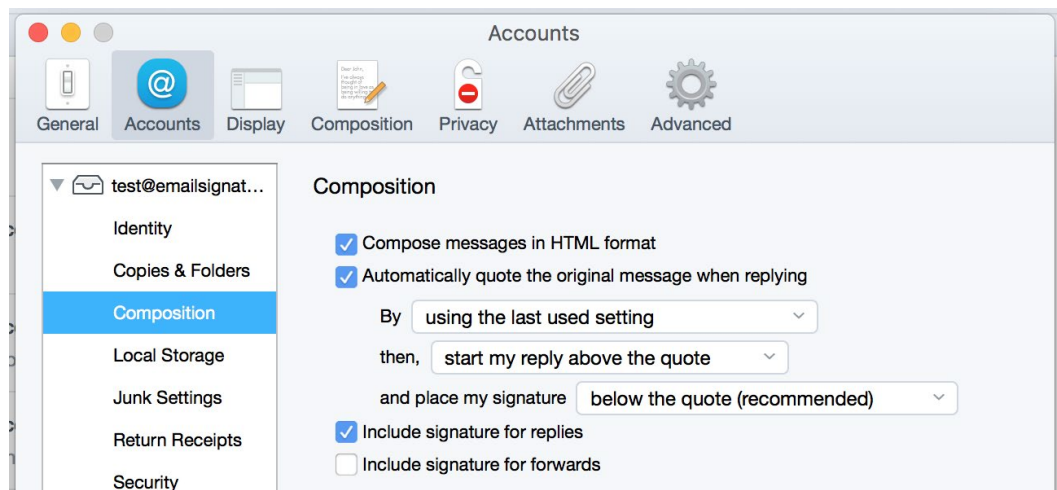
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STEP SEVEN

Select the **Composition** section from the menu on the left, then tick the two following checkboxes:

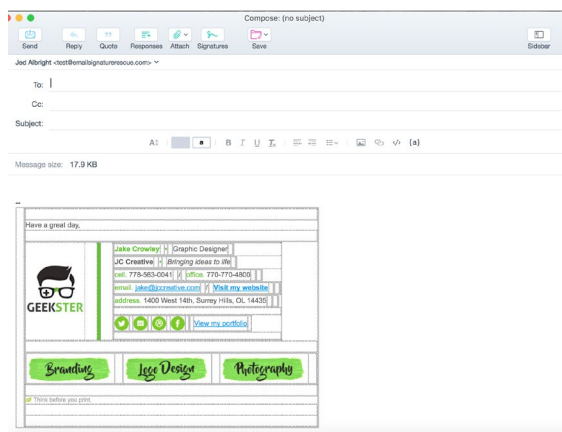
- Include signature for replies
- Include signature for forwards



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STEP EIGHT

Close out of your Preferences and compose a new email. You will likely see borders around the tables and cell of your email signature, this is completely normal and they won't appear when your recipient receives your email.



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

