

YOUR EMAIL INSTALLATION GUIDE

### Installing your email signature in

## THUNDERBIRD FOR MAC

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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.

#### **STEP ONE**

Open Mozilla Thunderbird for Mac and navigate to Tools from the top menu bar.

Scroll down the Tools list and select Account Settings.



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### **STEP TWO**

Select your email account from the left hand side, then from the signature section, tick the checkbox that says **Attach the signature from a file instead (text, HTML or image)**:

Υ	test@emailsignaturerescue.com	Account Name:	testeemanaignaturerescue.com
	Server Settings		
	Copies & Folders	Default Identi	ty
Composition & Addressing Junk Settings Synchronization & Storage		Each account I they read your	has an identity, which is the information that other people see when messages.
	Return Receipts	Your Name:	Email Signature Rescue Test Account
	Security Local Folders	Email Address	: test@emailsignaturerescue.com
	Junk Settings Disk Space	Reply-to Addr	ess: Recipients will reply to this other address
	Outgoing Server (SMTP)	Organization:	
		Signature text	Use HTML (e.g., <b>bold</b> )
		Attach the s	signature from a file instead (text, HTML, or image):
		✓ Attach the : /Users/ne	signature from a file instead (text, HTML, or image): ii//Downloads/noelchelliah_transformationspecialist_5( Choose
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### STEP THREE

Select the Choose button and navigate to where your provided email signature file is saved. Select it and open to add it to Thunderbird as your email signature.

#### **STEP FOUR**

Compose a new email and you will see your email signature is automatically inserted into your email.

**IMPORTANT**: You may see a lot of boxes around your email signature. This is completely normal and can be ignored. Mozilla Thunderbird outlines the tables and cells of your email signature when composing a new email. They will not appear when your email is actually received.

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

