

Email Signature for Outlook (Desktop - MAC)

- After you have created using the email signature generator to create your email signature, and have copied it -- In Outlook, select "Preferences."
- Select "Signatures."
- Select "New". Name your signature. Place your cursor into the "Edit Signature" text area and press Ctrl+V. Select "Save". Then assign your email signature to "New messages:" and/or "Replies/forwards:"
 - In the paste options select "Keep Original Formatting"
 - If you're replacing an existing signature, please be sure you've completely deleted all of the previous signature's content before pasting in the new one.
- Choose "OK" to complete this process.