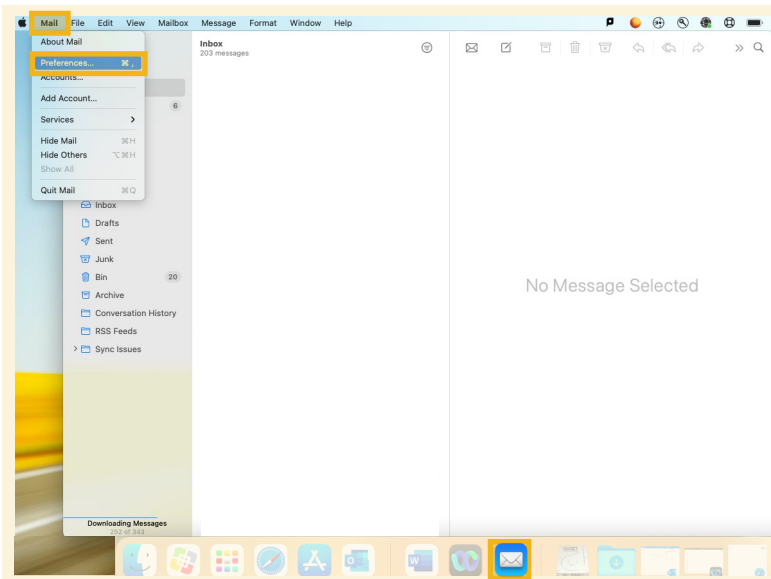# EMAIL SIGNATURE | Mac Mail

SUMMARY: For those who would like to add an email signature in the Mail app on a Mac computer or laptop, please complete the following steps.

LOCATE MAIL PREFERENCES

Signatures are one of the email personalization settings available in Mail.

STEP ONE
Open the *Mail* app on the Mac.

STEP TWO
Click on the *Mail* tab on the header.

STEP THREE
Select *Preferences* from the drop-down menu.

SELECT SIGNATURE PREFERENCES

Mail can accommodate multiple email accounts from different email providers. Select the Exchange category when creating a signature for an Outlook account.
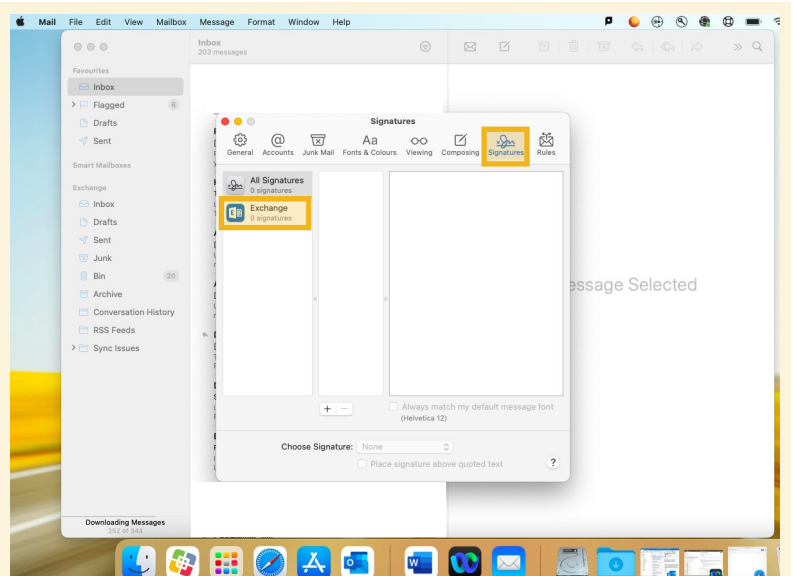
STEP FOUR
In the new window, click on the *Signatures* tab at the top.

STEP FIVE
Select the *Exchange* category from the left column.

LISD uses the Outlook application to communicate and sync with the Exchange email software.
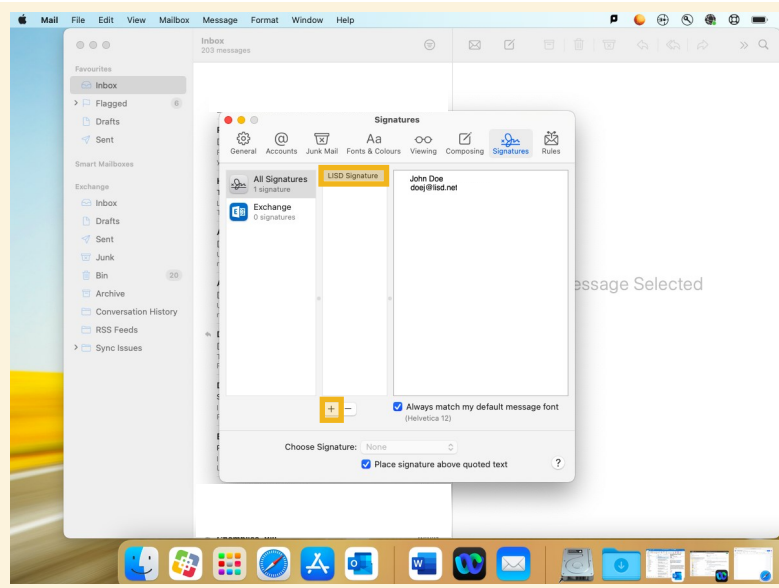
ADD A SIGNATURE

Mail can accommodate multiple signatures for email accounts.
It can be advantageous to assign distinguishable titles to each signature created.

STEP SIX

Click the **+** button below the middle column to add a new email signature.

STEP SEVEN

The middle column offers the option to type a *title* for the new email signature by double clicking the default title. (EX: *"LISD signature"*)
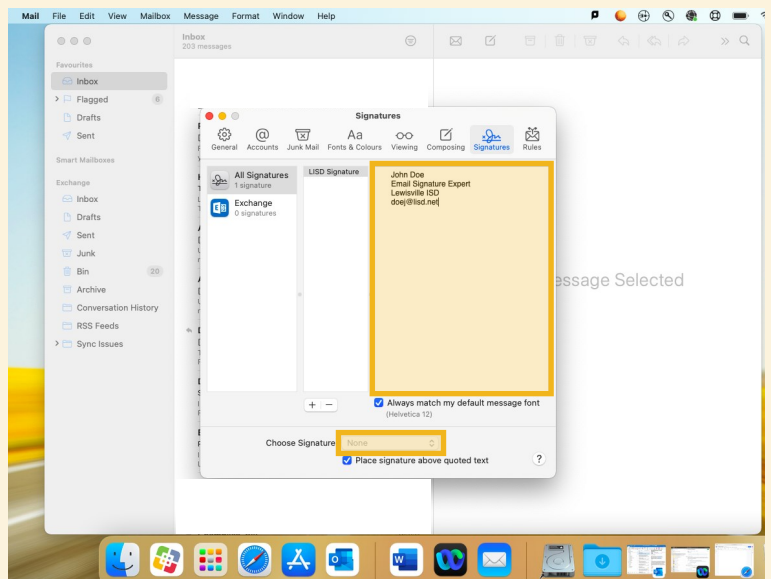
CREATE AN EMAIL SIGNATURE

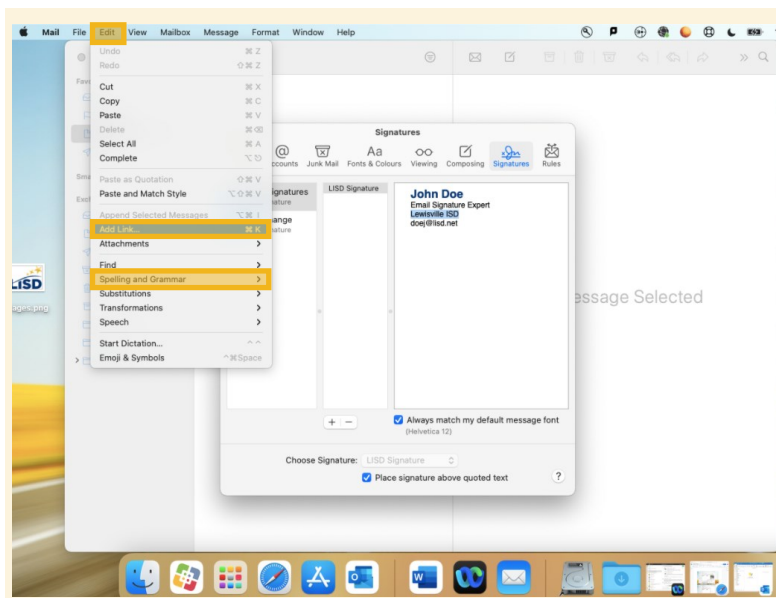*An email signature establishes and reinforces who the sender is professionally.*

STEP EIGHT

Create the signature in the *right column*.

Please reference the guidelines provided in the Employee Handbook regarding the contents of an LISD email signature.

EDIT THE SIGNATURE

The Edit tab from the header can conduct spell checks and/or turn text into links.

OPTIONAL STEPS

Click on the *Edit* tab from the header.

Select *Spelling and Grammar* to conduct a spell check and/or select *Add Link...* to hyperlink selected text to an additional resource, like a website.
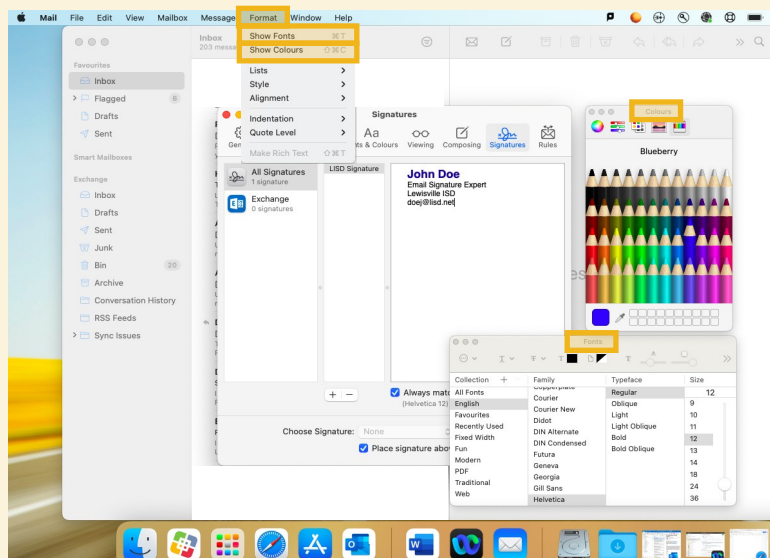
FORMAT THE SIGNATURE

The Format tab from the header allows for the customization of selected text.

OPTIONAL STEPS

Click on the *Format* tab from the header.

Select *Show Fonts* to adjust the font type, style and size within the *Fonts* window and/or select *Show Colours* to add colors from the *Colours* window.

The new window(s) will open when the corresponding selection is made from the *Format* menu.

If an image is desired to be added to the email signature, please copy the image and paste it into the right column.

1. Open the *Mail* app

⬇

2. Click on the *Mail* tab

⬇

3. Select *Preferences*

⬇

4. Click on the *Signatures* tab

⬇

5. Select the *Exchange* category

⬇

6. Click on the *+* button

⬇

7. Type a title for the email signature

⬇

8. Create the email signature

⬇

Optional: Customize the email signature