

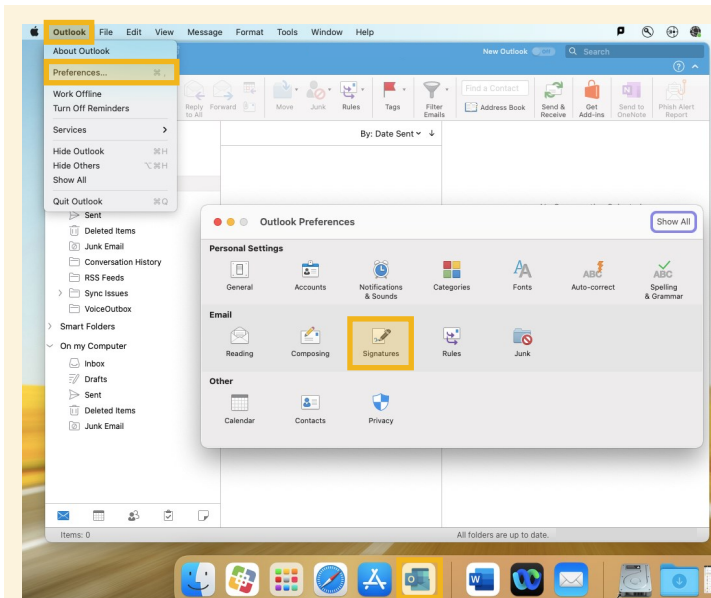


EMAIL SIGNATURE | Outlook for Mac

SUMMARY: For those who would like to add a signature to their email through the Outlook app on a Mac, please complete the following steps.

LOCATE SIGNATURE PREFERENCES

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



STEP ONE

Open the **Outlook** app on the Mac.

STEP TWO

Click on the **Outlook** tab on the header.

STEP THREE

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

STEP FOUR

Click on the **Signatures** option in the new window.

EDIT SIGNATURES

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

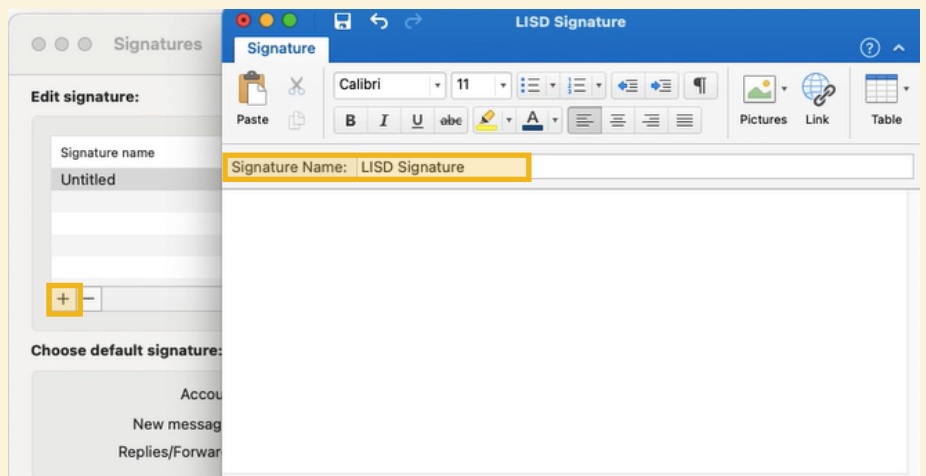
STEP FIVE

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

STEP SIX

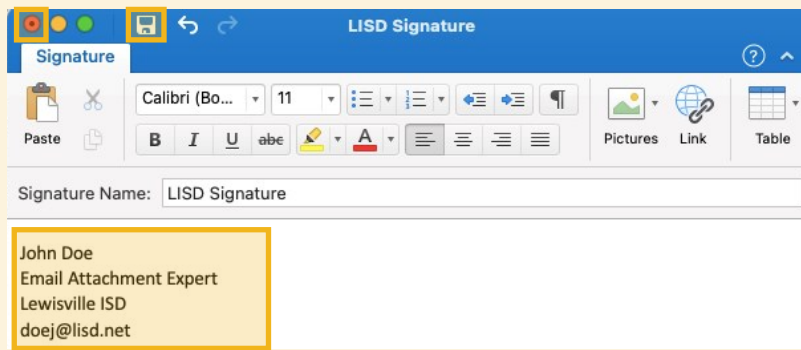
A new signature will be named "Untitled" by default.

Type a more descriptive **Signature Name**.
(EX: "LISD signature")



CREATE AN EMAIL SIGNATURE

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



STEP SEVEN

Type the desired contents in the **blank space** in the new window.

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

CUSTOMIZE THE SIGNATURE

Customization options are available in the toolbar above the Edit signature text box.

OPTIONAL STEP

Like the body of an email, the text of an email signature can be formatted while in this window. Highlight the text prior to selecting desired formats.

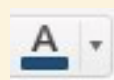
Here are some popular customization options found in the toolbar:



FONT TYPE



FONT SIZE



FONT COLOR



ADD IMAGE



INSERT LINK

SAVE THE CHANGES

The changes made to an email signature will not apply unless they are saved.

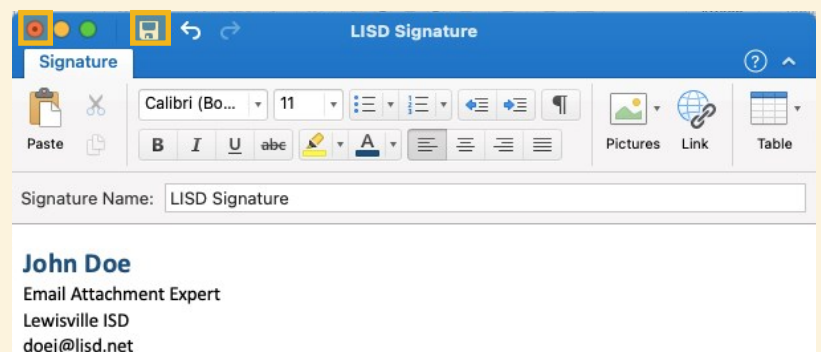
STEP EIGHT

Click on the **save** icon.

STEP NINE

Click on the red **close** button.

To make this signature the *default signature*, select it from the drop-down menus in the previous window.



OVERVIEW

1. Open the *Outlook* app



2. Click on the *Outlook* tab



3. Select *Preferences*



4. Click on the *Signatures* option



5. Click on the **+** button



6. Type a new *Signature Name*



7. Type the desired contents in the *blank space*



Optional: Customize the signature



8. Click on the *save* button



9. Click on the red *close* button