



**\*\*\* PLEASE CAREFULLY READ THE INSTRUCTIONS BELOW TO UPDATE YOUR EMAIL SIGNATURE \*\*\***

### Instructions for Apple/MacOSX Users

1. On the Outlook menu, select Preferences.
2. Under Email, select Signatures.
3. Select (+) to add a new signature.
4. Double-click Untitled. Type a name for the new signature you are creating.
5. Copy and paste the entire email signature on the following page into the email signature window in Outlook.
6. Modify the template by entering your contact information. Change the text and remove “optional” items that you don’t need. Do not change spacing, font size, logo\*, or colors, except email address and URL (see #7).
7. Email address and URLs are updated through the hyperlink dialog. To modify:
  - a. Ensure the signature ribbon that contains formatting functions is displayed above message area. If it is not, click “Signature” above the signature name to activate.
  - b. Select one email address or URL at a time.
  - c. Choose the applicable button above the body content section that opens the “Edit Hyperlink” dialog.
  - d. Email address: Ensure the “Email Address” tab is selected and “mail to:” precedes your email address (without a space in-between) in the “Email address” field.
  - e. URL: Ensure the “Existing File or Web Page” tab is selected and a working URL is entered into the “Address” field.
8. When pasting from step 5 above, the email address and URL hyperlink colors may not be honored once the email signature is saved. To ensure consistency and brand recognition please update the color:
  - a. Select email address and any hyperlinks.
  - b. Select the text color dropdown (likely set to “Automatic”).
  - c. Select “More Colors...” button.
  - d. Select “Color Sliders” button at top.
  - e. Select “RGB Sliders” within the dropdown.
  - f. Enter the web safe HEX color code “#990000” (Standard MSA Red).
  - g. Choose the “Okay” button.
9. Go to “Choose default signature” area on the right. Select “Approved” signature option in “New messages” and “Replies/forwards” boxes.
10. Choose “OK” to save your new email signature.