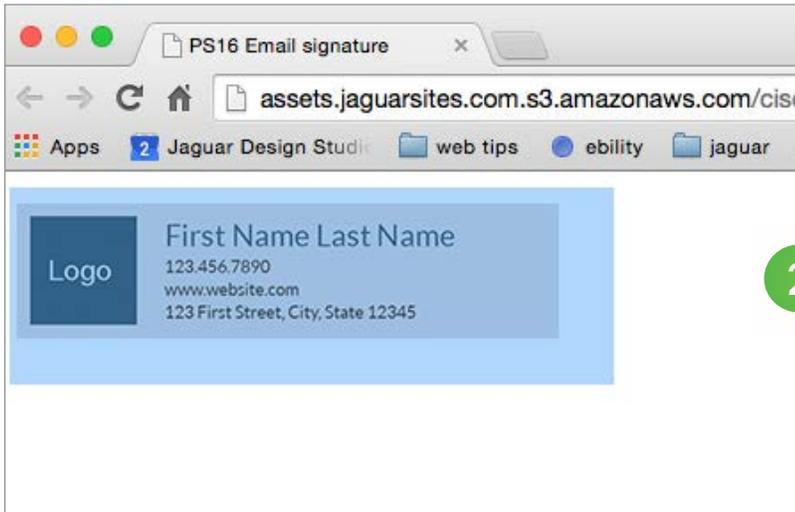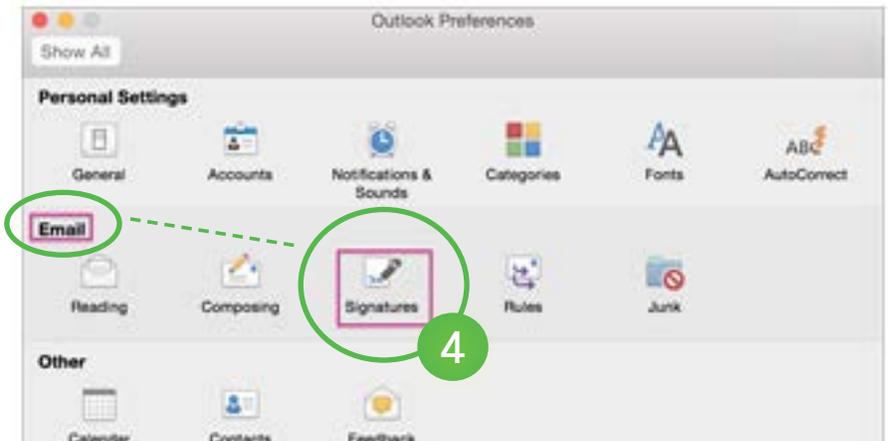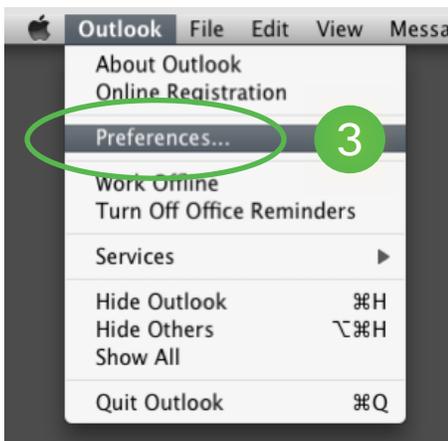# Email Signature

Installation instructions for **Outlook 2011 for Mac**

1   Open the 'email-sig.html' file in Chrome or Firefox.

2   With the browser open and on the foreground and your signature file displayed, press Command + A on your keyboard to 'Select All'

3 Open Outlook > Select 'Preferences'.
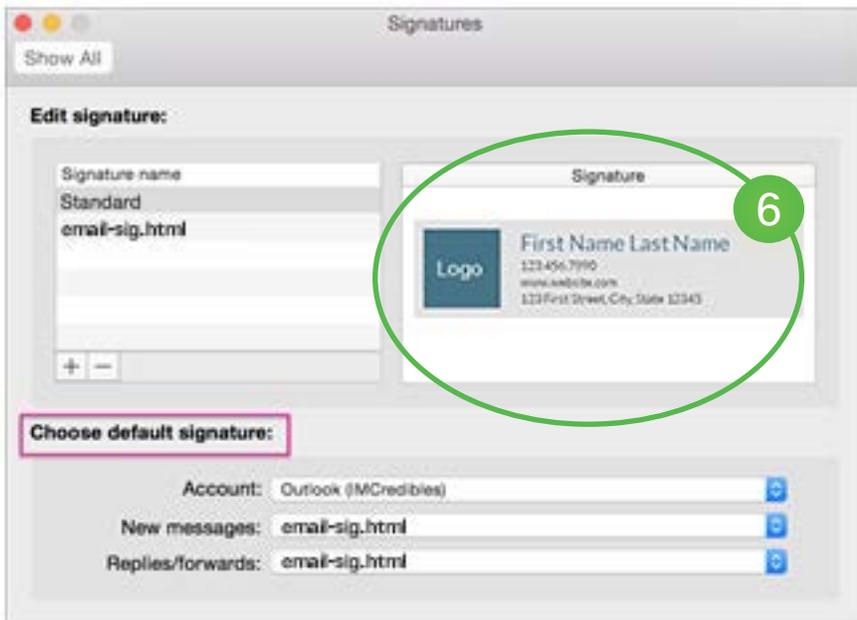
4 Under 'Email', Select 'Signatures'

5 Click the plus button on the lower left to create a new signature.

6 Press Command + v on your keyboard to paste in your signature that you copied from your browser

7 Edit your personal details.   **8** Set your 'Default Signatures.