

# Email Signature Setup on Mail for Mac

## Open Email Signature File in Your Browser

1. Download the signature file (ending in .htm or .html) to your computer.
2. Navigate to the file, right-click on it, and select “Open” to open the file in your default browser.
3. If your computer asks what program to open the file with, select your preferred web browser.
4. You should see a simple ‘webpage’ with your email signature and nothing else on the page.
5. Select the whole page with Cmd-A.
6. Copy the whole page with Cmd-C.

## Set your signature in Mail for Mac

7. Open the Mail app on your computer.
8. Open the “Mail” menu at the top of your screen and select “Preferences,” then choose the “Signatures” tab.
9. In the left-hand column, select the email account you want to use for your signature.
10. Click the Add button (shaped like a small + sign) below the middle column to add a new signature.
11. Name your newly created signature whatever you would like.
12. In the right-hand column, paste your signature into the blank text box with Cmd-V.
13. Optional: If you are using a general signature and you need to change any details, make those adjustments now.
14. Choose the newly created signature from the “Choose Signature” menu at the bottom of the window.

## Verify that the signature has been set

15. Once you have saved your new signature close the preferences menu.
16. Compose a new email and check that the new signature has been appended to the bottom.