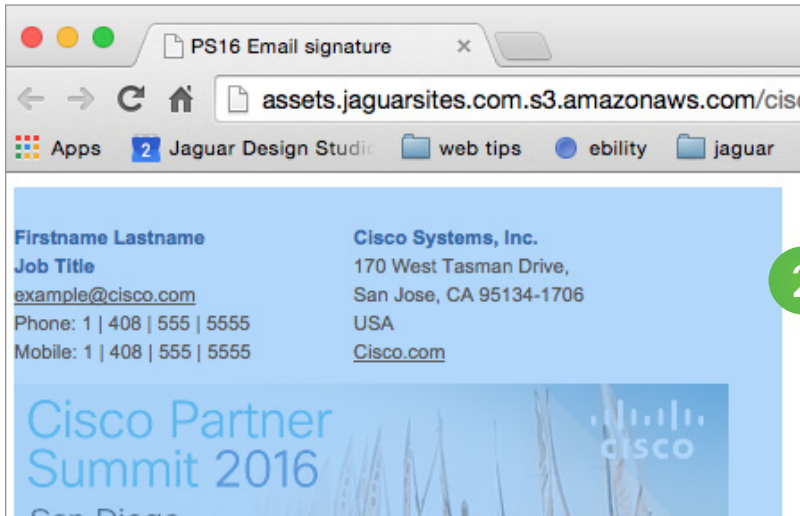


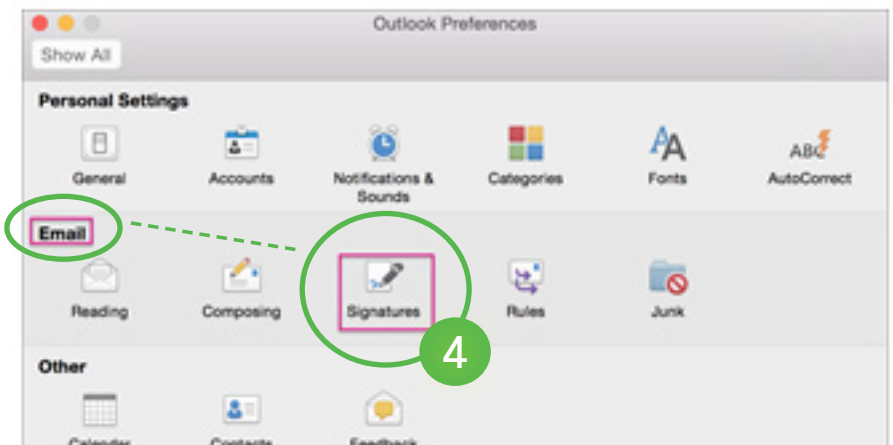
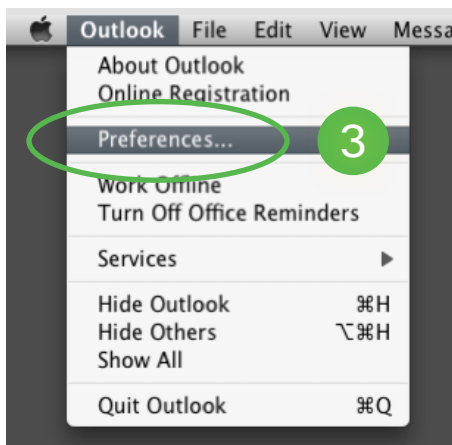
Email Signature

Installation instructions for **Outlook 2011 for Mac**

- 1 Open the 'PS16-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'

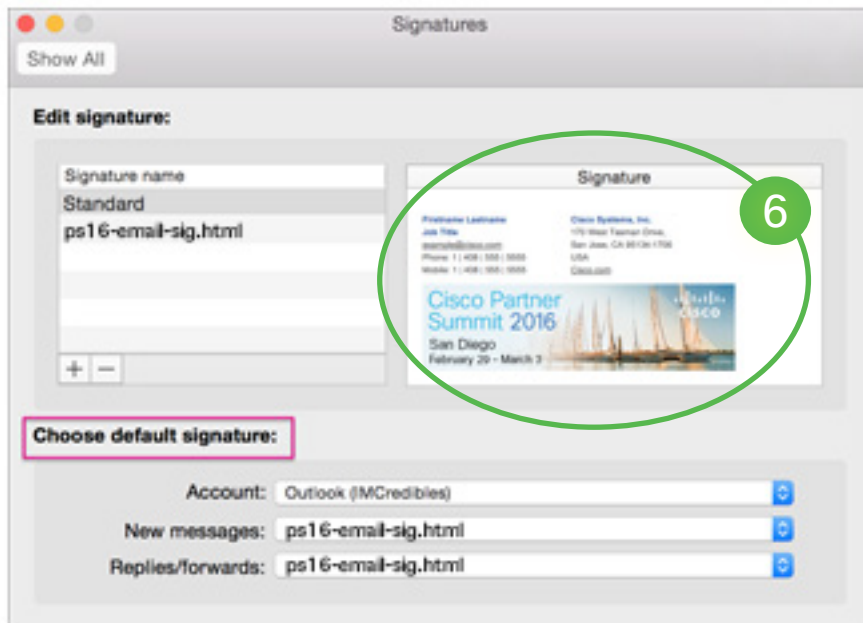


- 5 Click the plus button on the lower left to create a new signature.



Email signature Installation instructions for **Outlook 2011 for Mac**

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.'

