PASTE INTO MAC MAIL:

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General	Role	Address	Contact	Bio	Files	Signature	Privileges		
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			JAMIE Strate; Creativ Public 507 E. Cham 217-33 Jihbadri creativ Creativ Under comm busine	HEDRICK gic Design S, re Services Affairs Green St. vaign, IL 6180 0-5640 2@illinois.e eservices.ill LLINOI: the Illinois is a publi	pecialist 120 du linols.edu S Freedom oj or from uu c record ar	f Information Act a niversity employees nd may be subject t	ny written regarding univa o public disclosu	ersity re.	
			Copy to c	lipboard					

 Start by copying your generated email signature by clicking the "Copy to clipboard" button, or selecting the entire signature and press Cmd-C.



- Open Outlook on your computer.
- Click **"Mail"** in the top menu and choose "Preferences."
- Click the **"Signatures"** tab, then choose your mail account in the left column.
- Add a new signature or edit an existing one in the middle pane.
- Paste the generated signature in the right side. It will save automatically. It is normal for the image to appear broken in this window.
- If you want to specify this signature as a the default, select it from the menu at the bottom of the window.