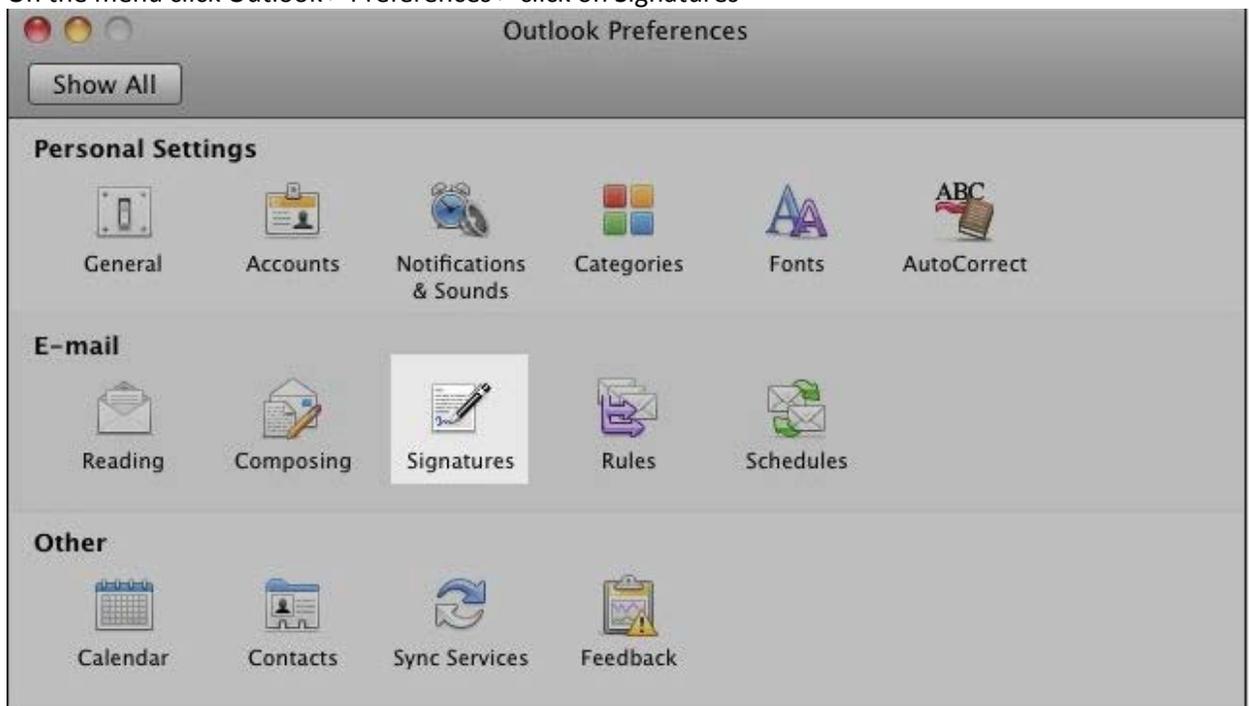**How to create/add Email Signature to your Outlook (Mac)**

It has been brought to my attention that when pasting the signature on a Mac, the formatting is all screwed up to where you cannot edit it to your liking. Here is a way to work-around that.

1. Click reply to my email *you will not be sending me an actual email reply; this will allow you to make changes to my signature
2. Ensure you change the name, title – department, phone number, and email. *if you work at a satellite campus please update the address on the signature. If your department has or requires you to have a disclaimer, please add it below the signature line.*
3. *Important* in order for the contact email on the signature to work properly, you will need to delete the current one (abretado@riohondo.edu) and type in your email and hit [space] button to make it a clickable link. Highlighting the email and typing in yours will not work. What will happen is that it will show your email but when someone clicks it, it will show the email your originally copied.
4. Once you make your edits, **highlight** and **copy** the signature.
5. On the menu click Outlook > Preferences > click on Signatures

Outlook Preferences
Show All

Personal Settings
General | Accounts | Notifications & Sounds | Categories | Fonts | ABC AutoCorrect

E-mail
Reading | Composing | Signatures | Rules | Schedules

Other
Calendar | Contacts | Sync Services | Feedback

6. From the Signatures screen, select the **+** icon in the lower left hand corner of the screen. You will then be able to **Paste** your new signature in the right hand panel.
7. Next, click on the **Default Signatures** button at the bottom right. This brings up the next screen where you will assign your signature to the Rio Hondo College email account.
8. Click the **OK** button once you have finished to save your settings, and you are done.

If you require more help on your signature for Mac, please visit this page https://support.office.com/en-us/article/Create-a-signature-7d5978c1-54df-4631-b8de-9333fc24b0c4