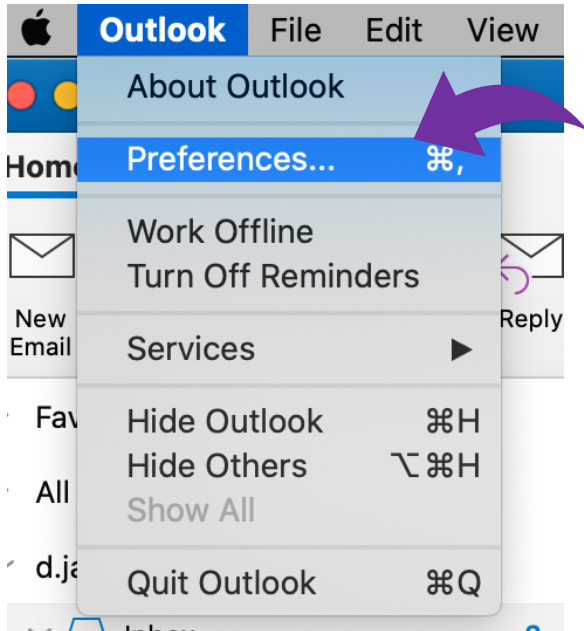
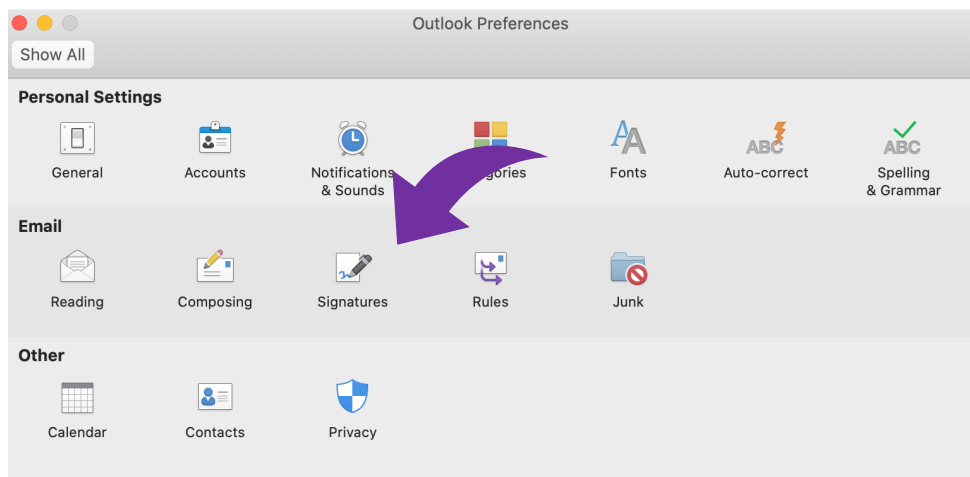


These instructions assume you use the Outlook for Mac application.

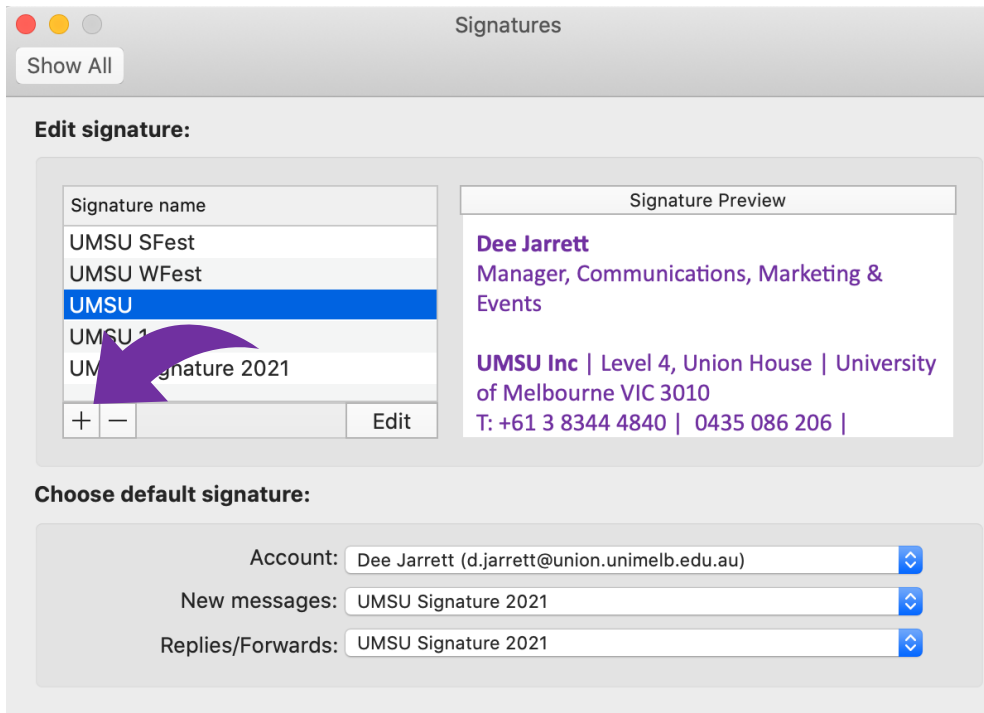
1. Open Microsoft Outlook for Mac
2. Click **Outlook** and then **Preferences...**



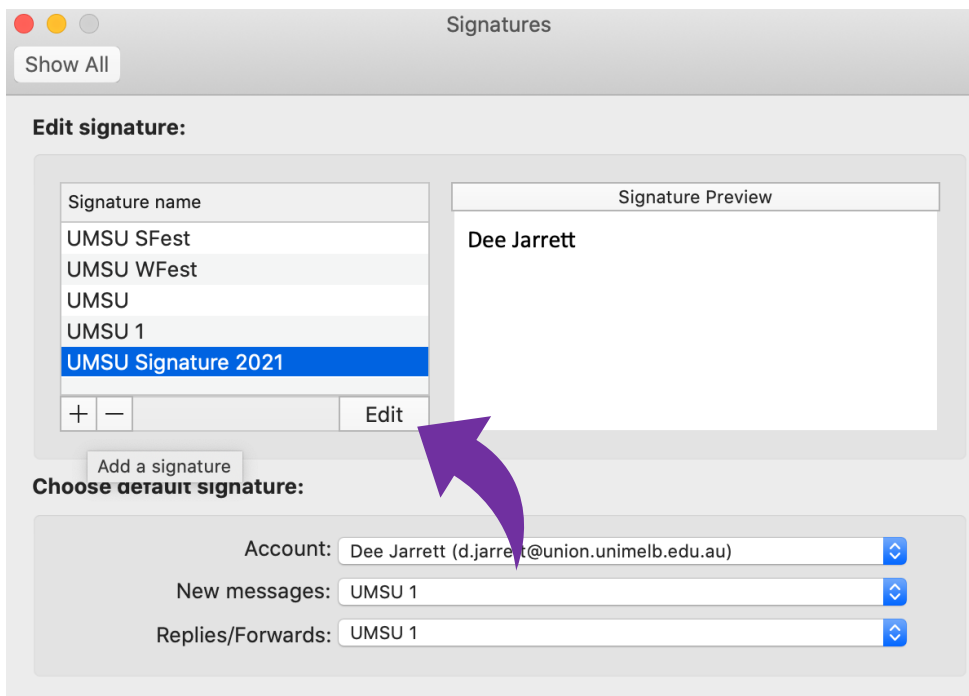
3. Click **Signatures**



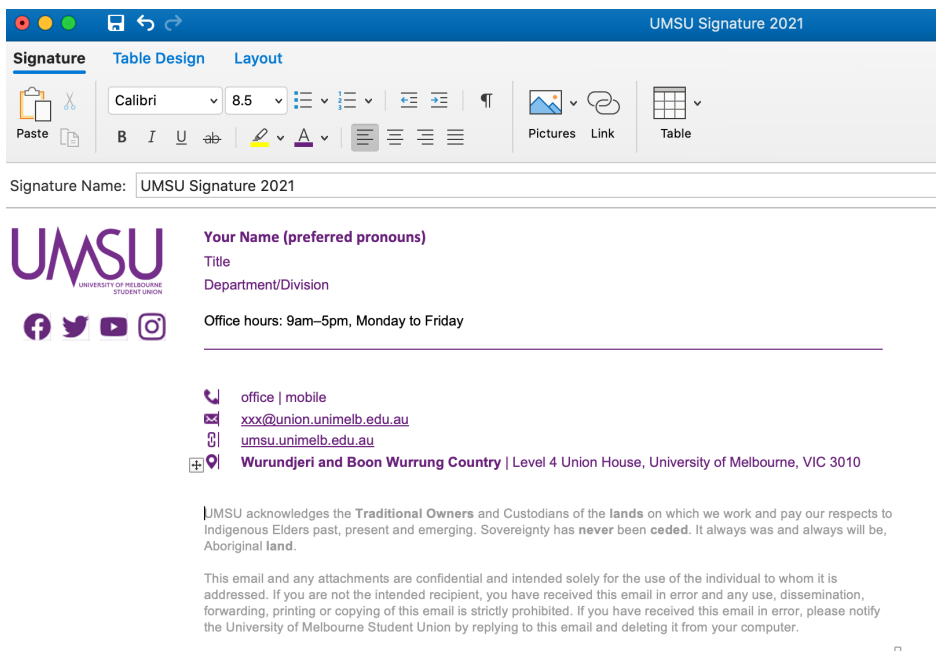
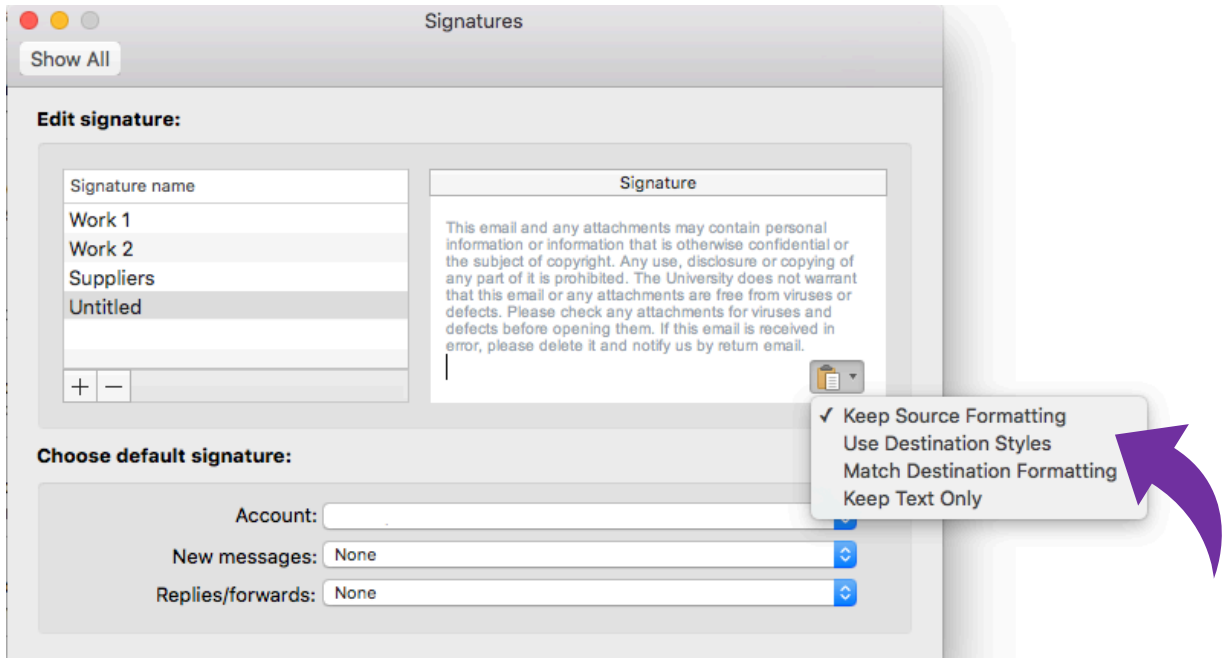
4. Click the + button to add a new signature. A new "Untitled" signature should appear



5. Click the new signature + and name it **UMSU Signature 2021**. Click **Edit**

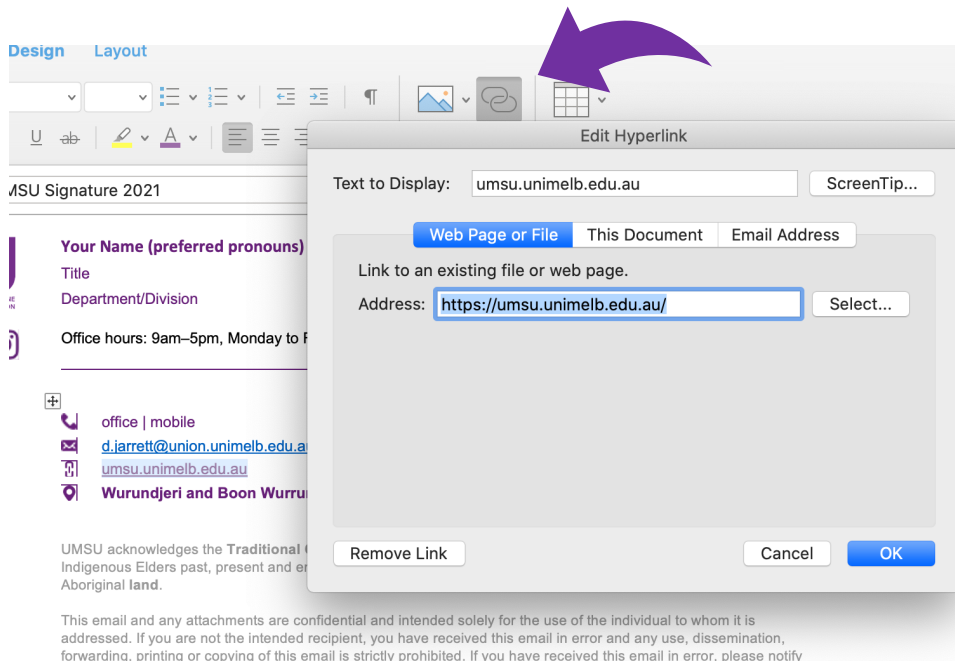


- Copy the email template from Resource Hub. Paste it into the **Signature** pane of your newly created signature. After pasting the template, click on the **paste pad** icon to select "Keep Source Formatting". Replace the guidance text with your own details and remove any aspects that are not appropriate for you.

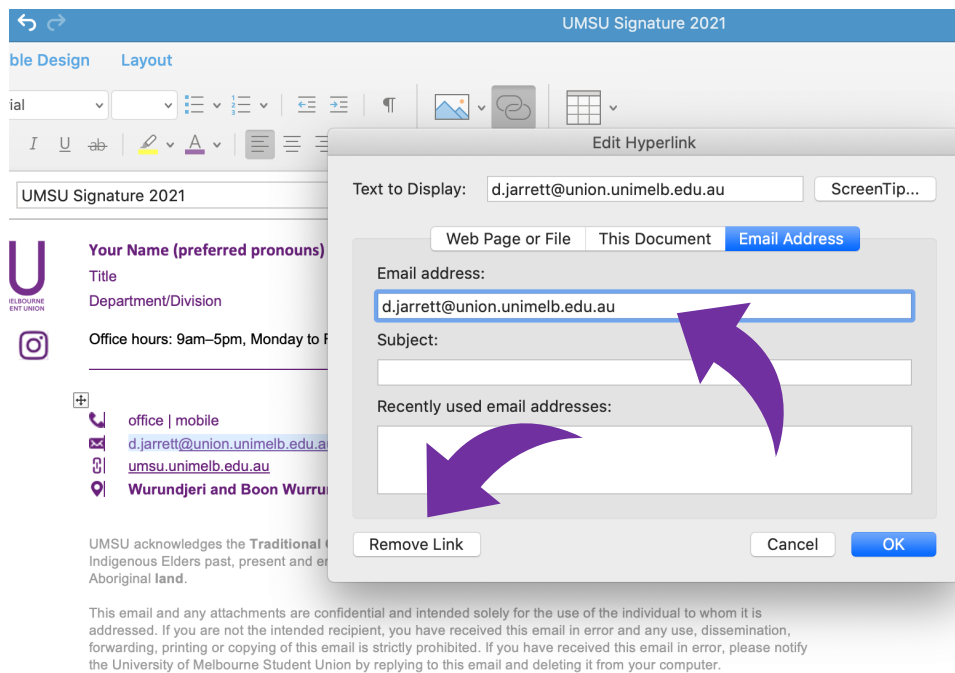


**Hint:** This process is notoriously unstable, so if you're having trouble with errant line breaks etc, we suggest you manually enter your signatures into the Signature pane to match the ones above.

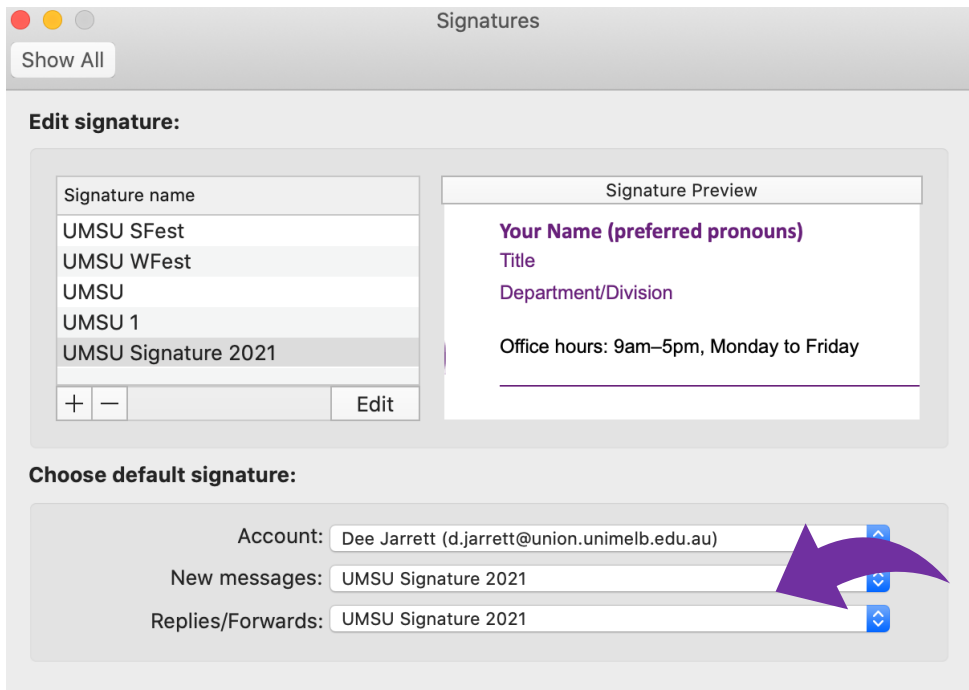
- Ensure all hyperlinks are correct by selecting the URL in signature, then select Link from the top menu.



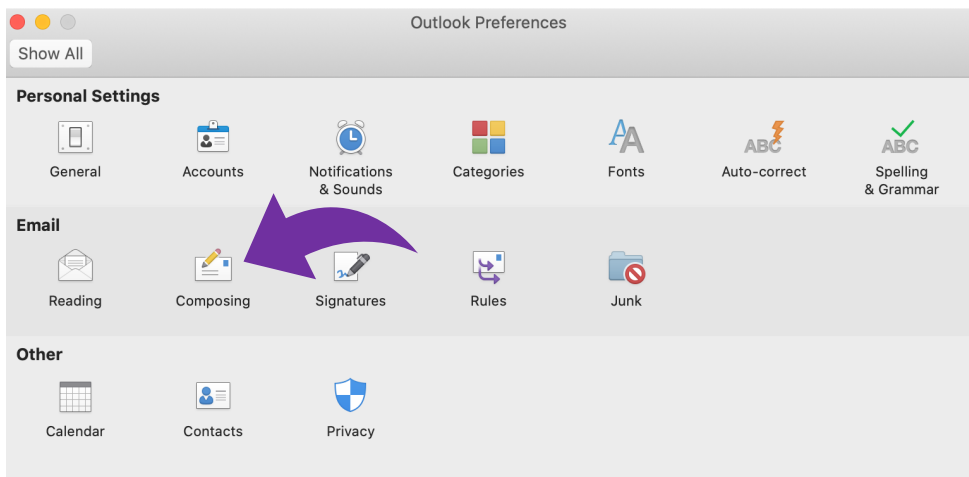
8. Select Web Page or File, update any URLs in the Address field and click OK



9. Choose default signature using drop down and select the **UMSU Signature 2021** you have just created



10. (Optional) From time to time, staff will be asked to support UMSU campaigns by adding a banner at the bottom of their signature. Save the banner sent to you on your desk top, for best result drag and drop the file to the bottom of your e-mail signature in Edit signature.
11. Return to **Outlook Preferences** window
12. Click **Composing**



13. On the **HTML** tab, ensure the **Compose messages in HTML by default** is selected

