MKC
Agency

EMAIL SIGNATURE
INSTALLATION INSTRUCTIONS

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STEP
01 › Open the **html file** in the browser of your choice

Your-Signature.html

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Founder & CEO

+1 (774) 722-1548   megan@megankillion.com
+1 (407) 706-4700   **SidekickOpen:** killion.megan
megankillion.com

MKC Agency
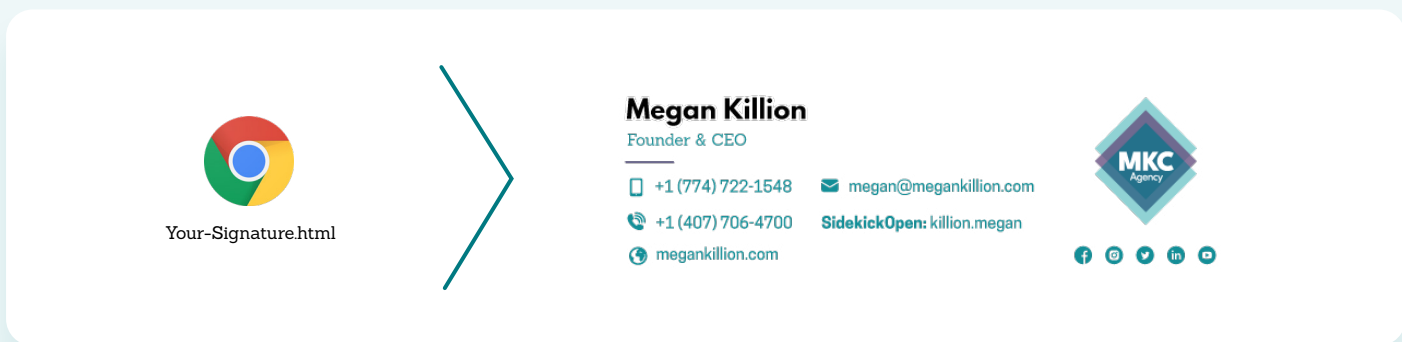
STEP
02 › Press "crtl+a" (on Win) or "cmd+a" (on Mac) to select all

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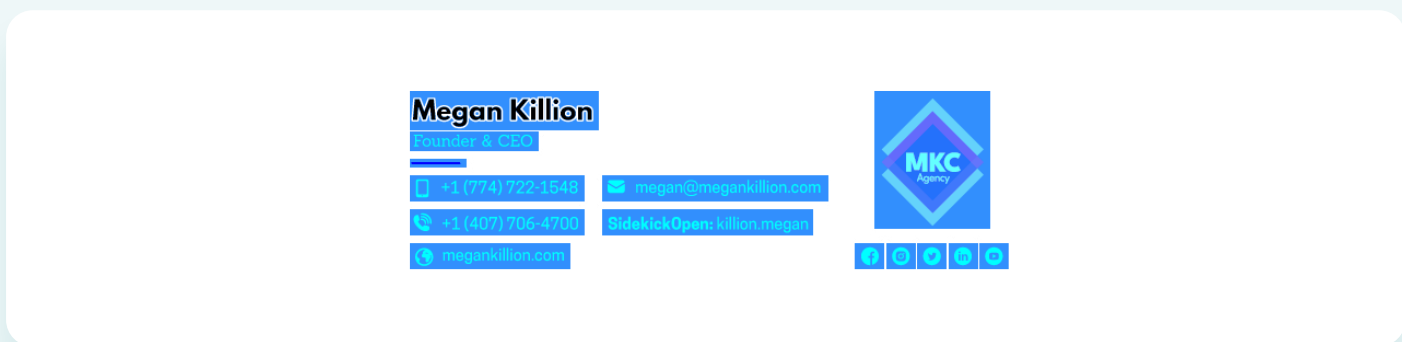
STEP
03 › Press "crtl+c" (on Win) or "cmd+c" (on Mac)
to copy the selection

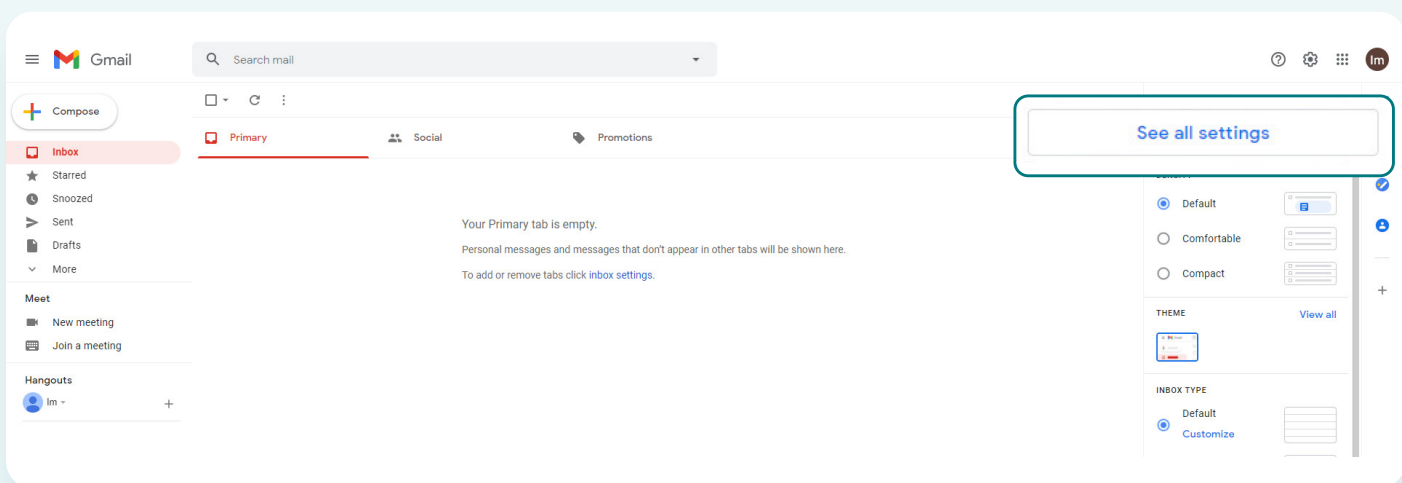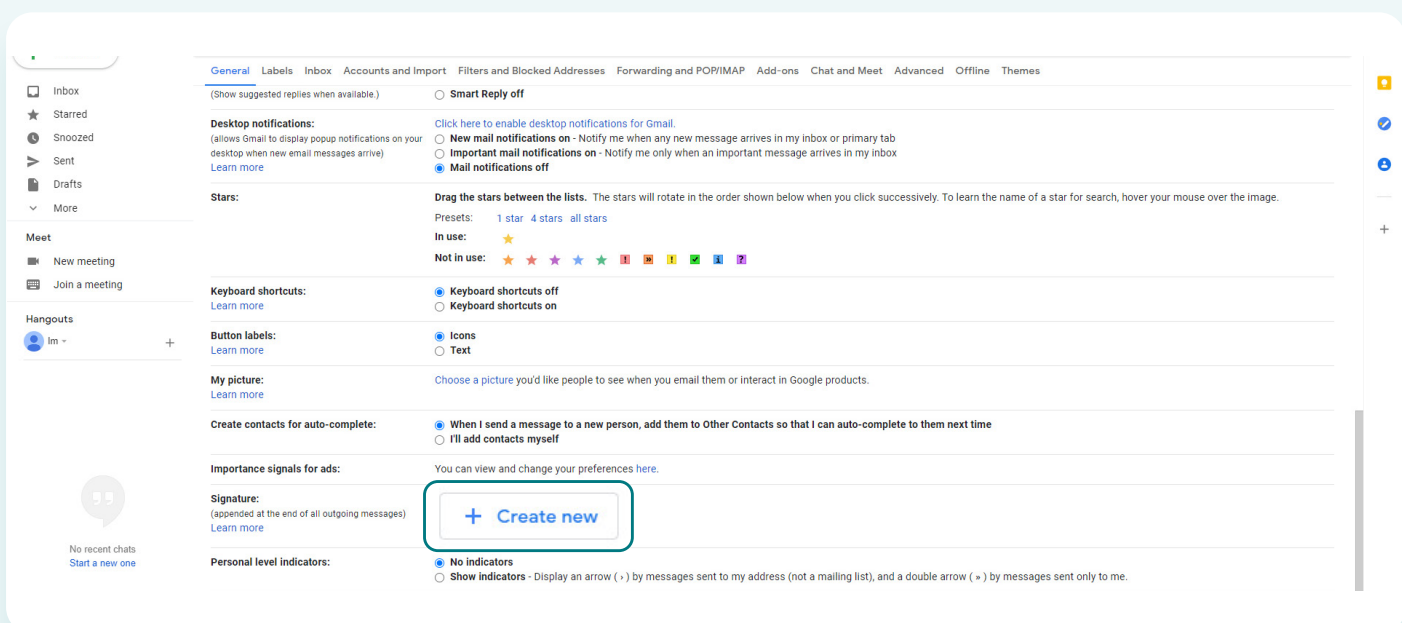Please refer to your email client section for further instructions.

Gmail
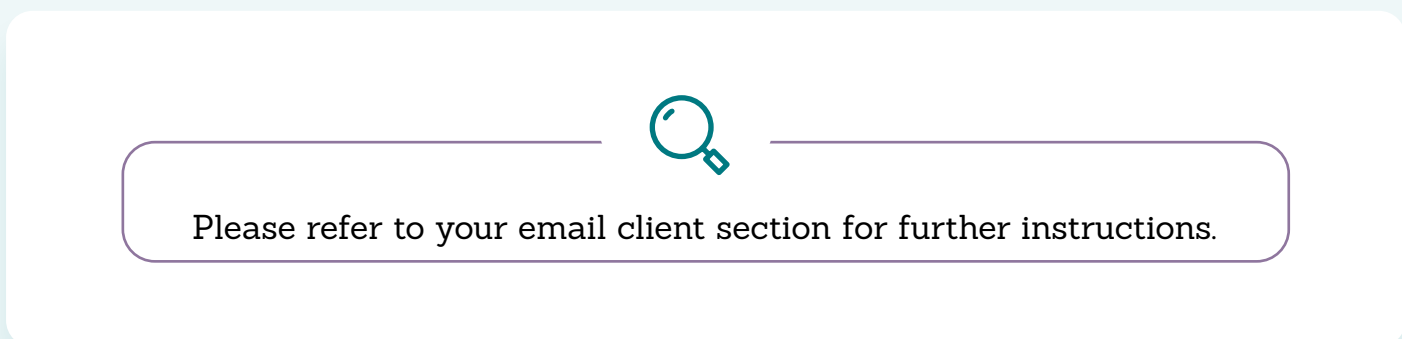
STEP
01 〉 Open **Settings**
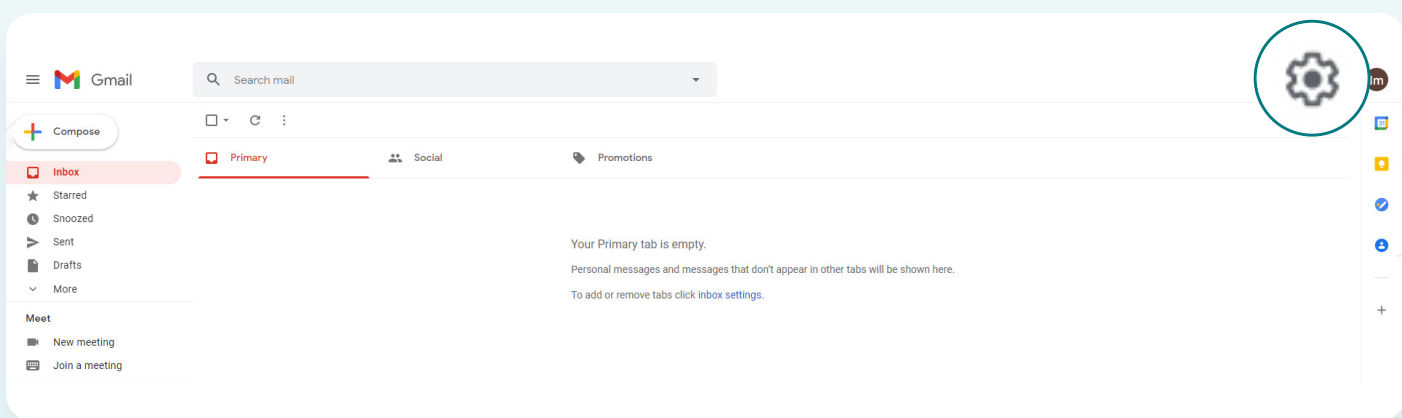
STEP
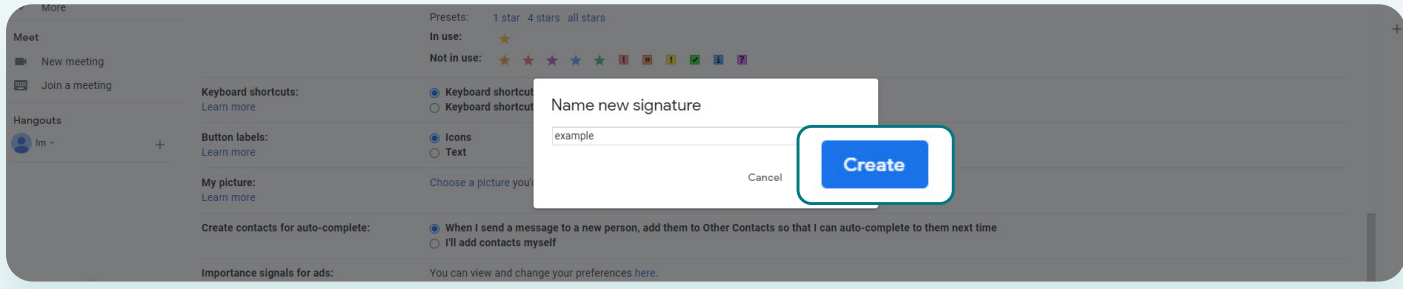# 02 〉 Press **See all settings**

STEP
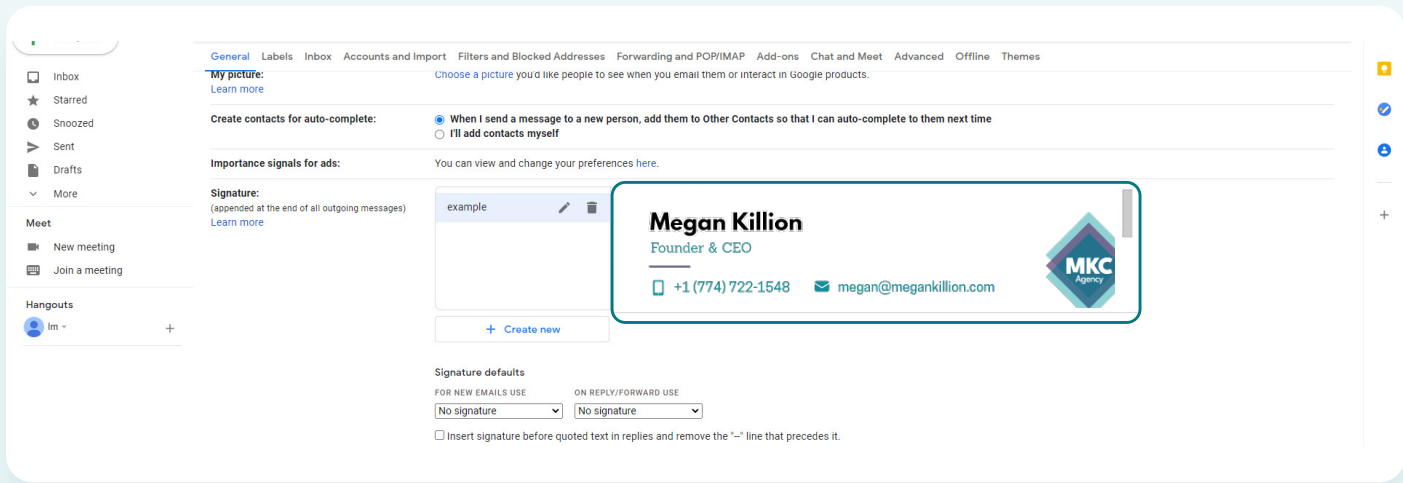# 03 〉 Scroll down to the email signature section (close to the bottom) and press **"Create new"**

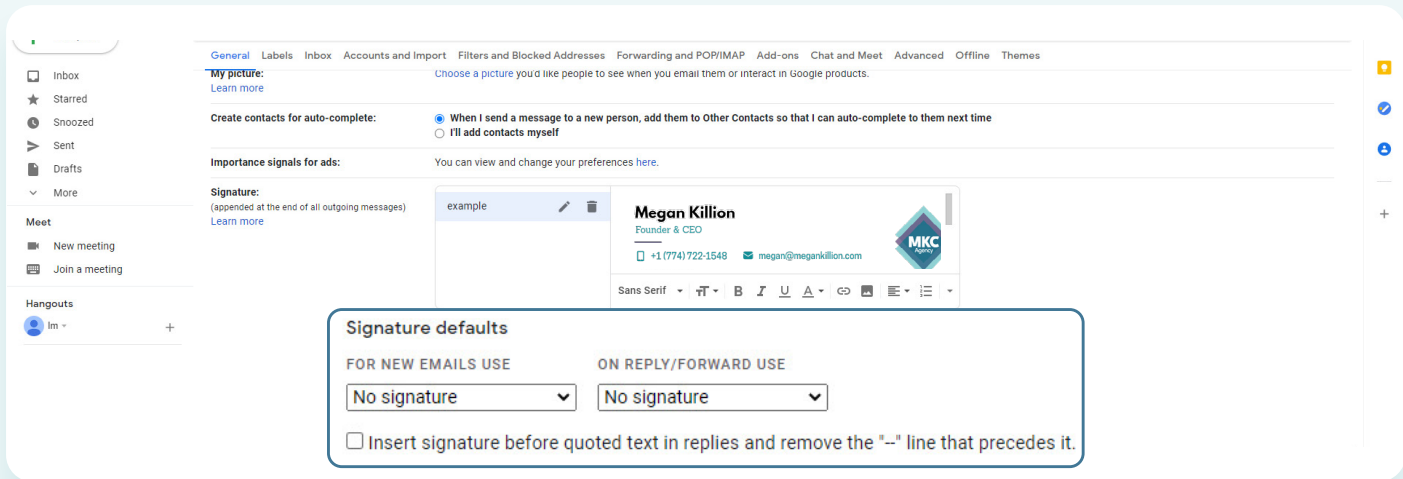# STEP
04 › Enter a name and press **"Create"**

STEP
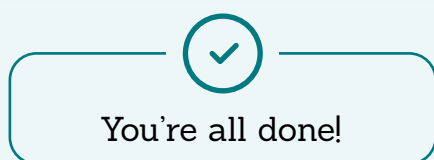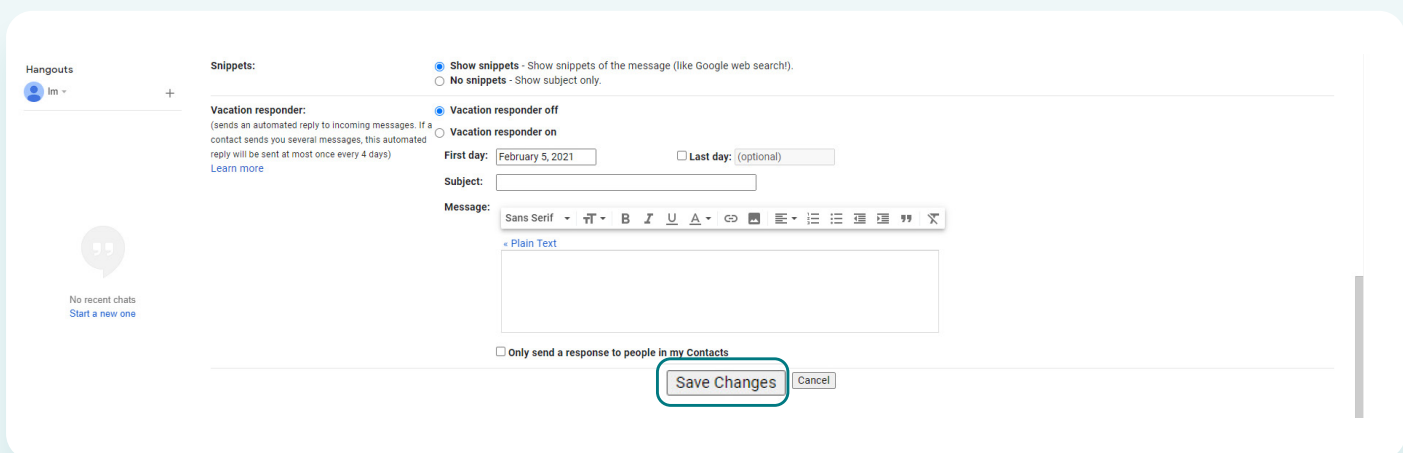# 05 › In the text box **paste** the selection you copied earlier

STEP
06 › In the **Signature defaults** section, set your signature as your **default**
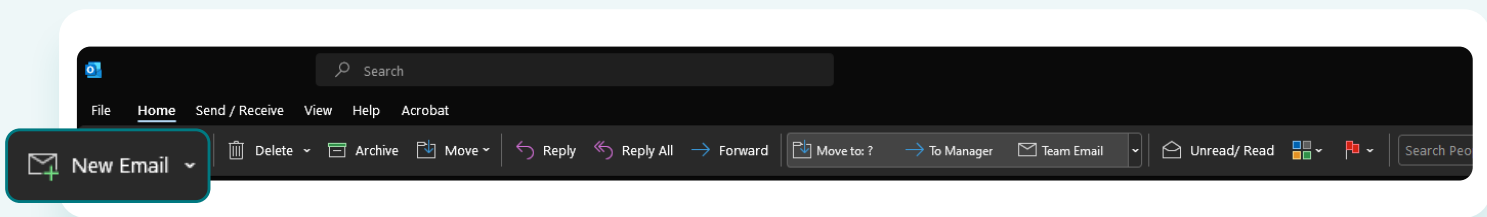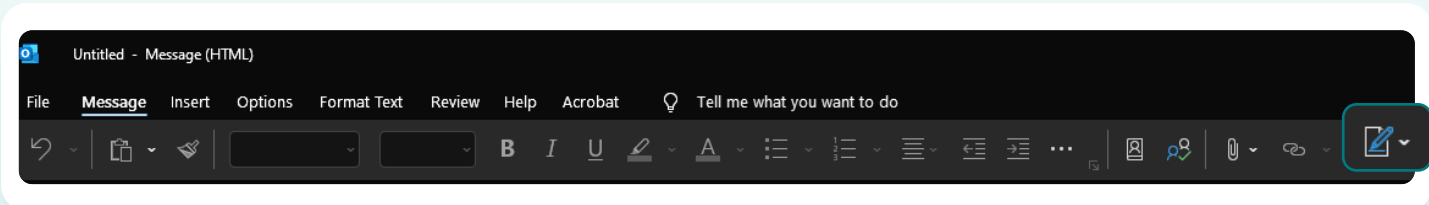

STEP
07 › **Save** the changes

You're all done!

GMAIL CONFIGURATION

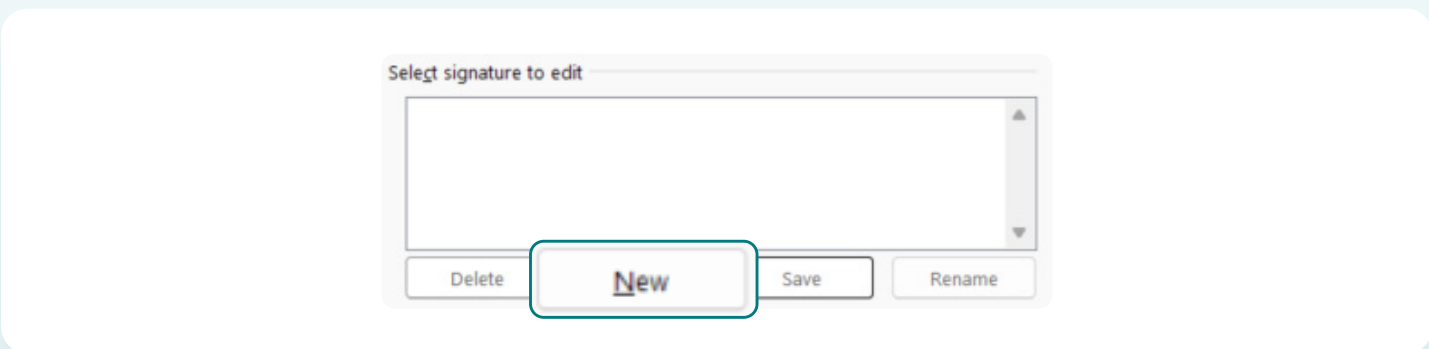 Outlook Desktop

STEP
01 > Press the **New Email** button

STEP
02 > Press the **Signature** button
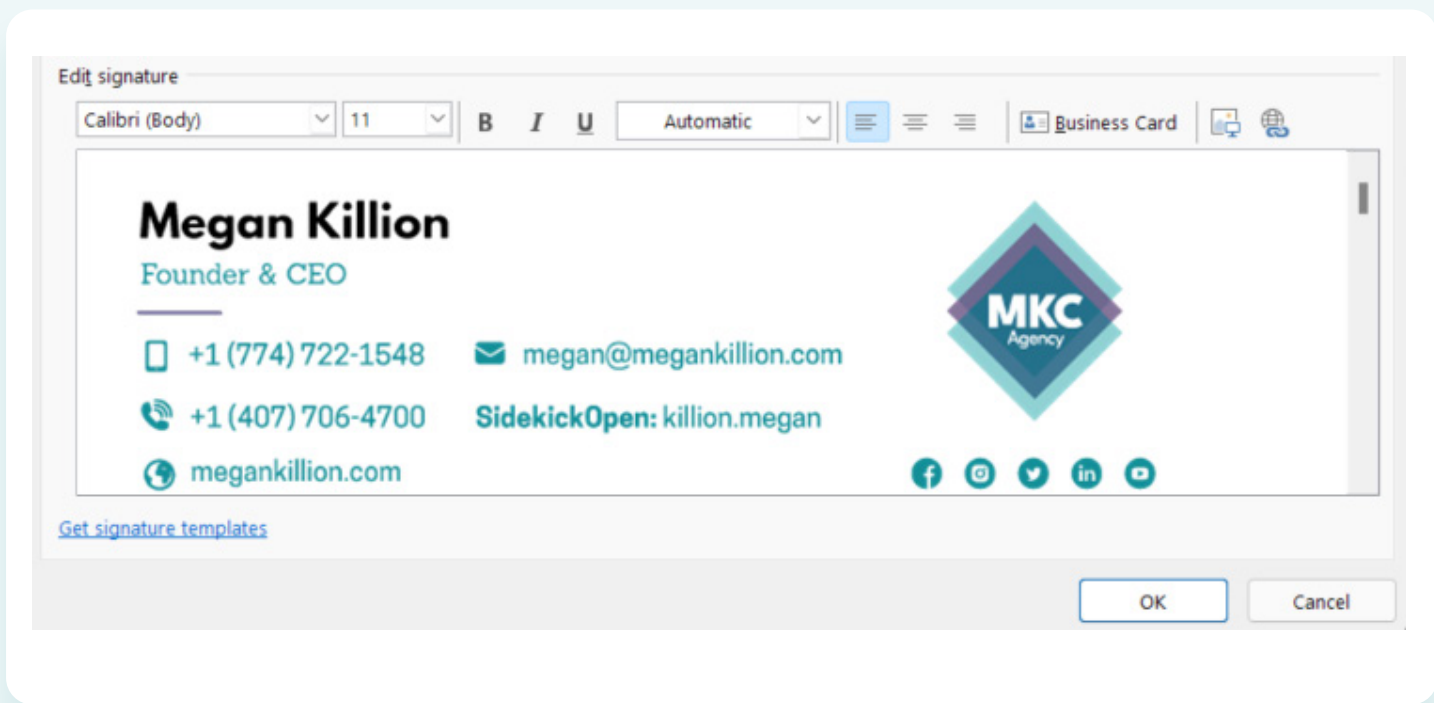

STEP
03 > Press **New**
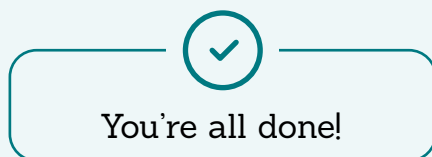

STEP
04 > Enter the signature name and press **OK**

STEP

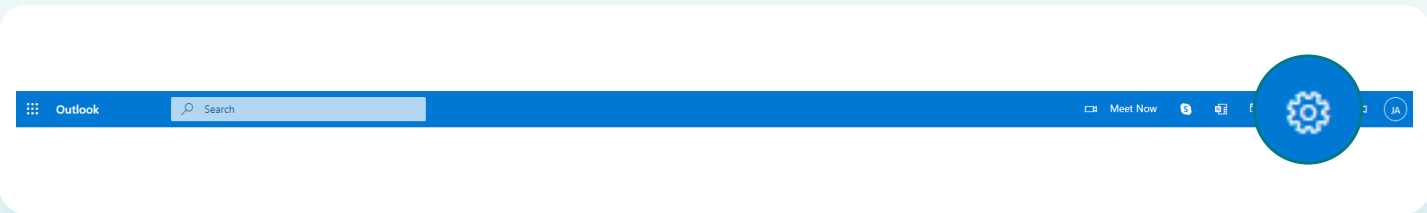# 05 › Paste your email signature into the text **box**

STEP

06 › Select **when** you want the signature to be inserted

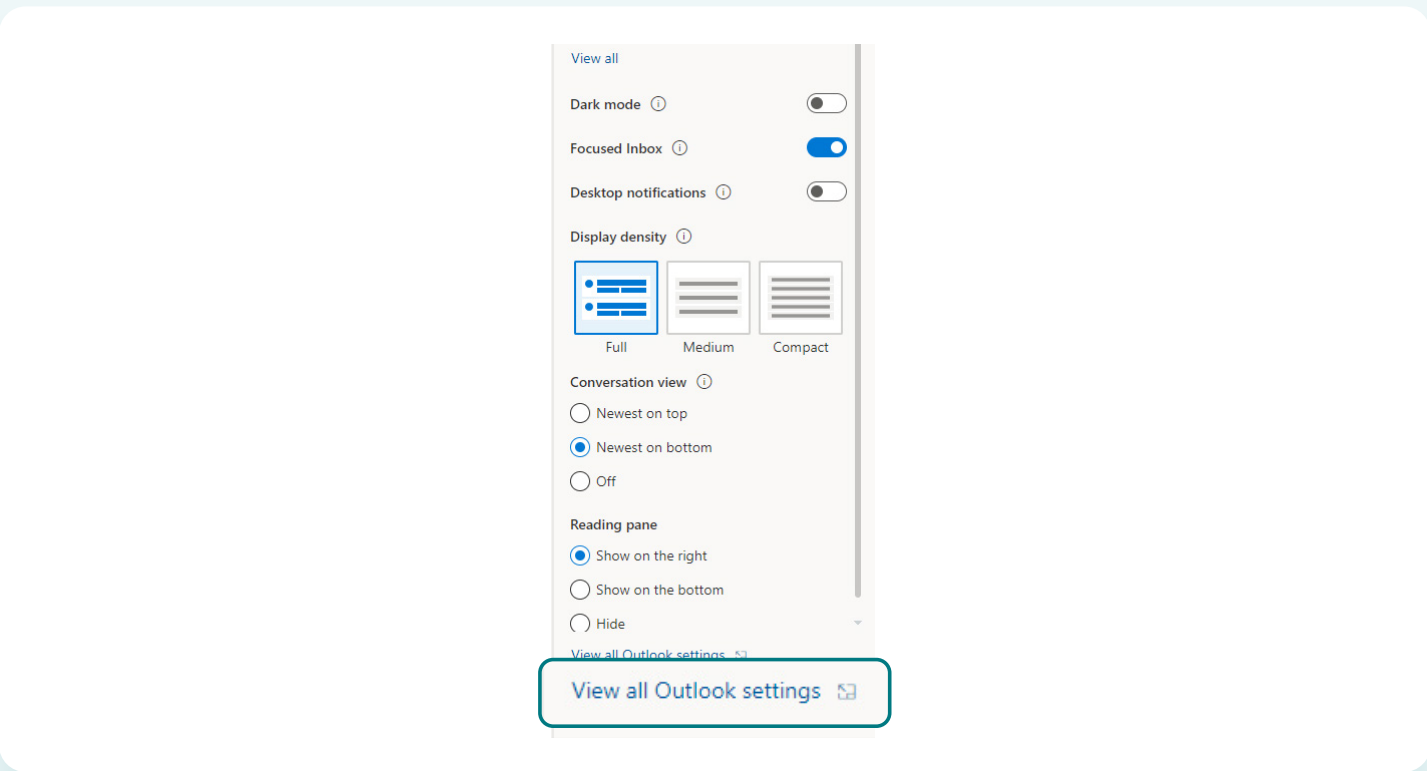You're all done!

Outlook Online

STEP

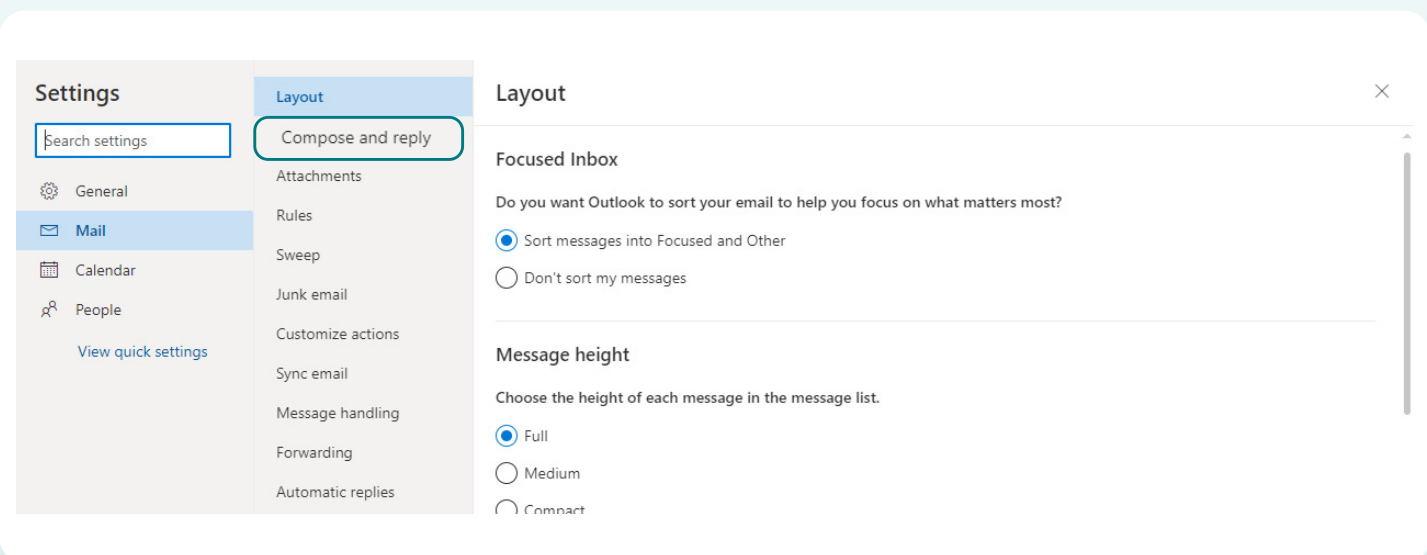**01** > Press the **Settings** button

STEP

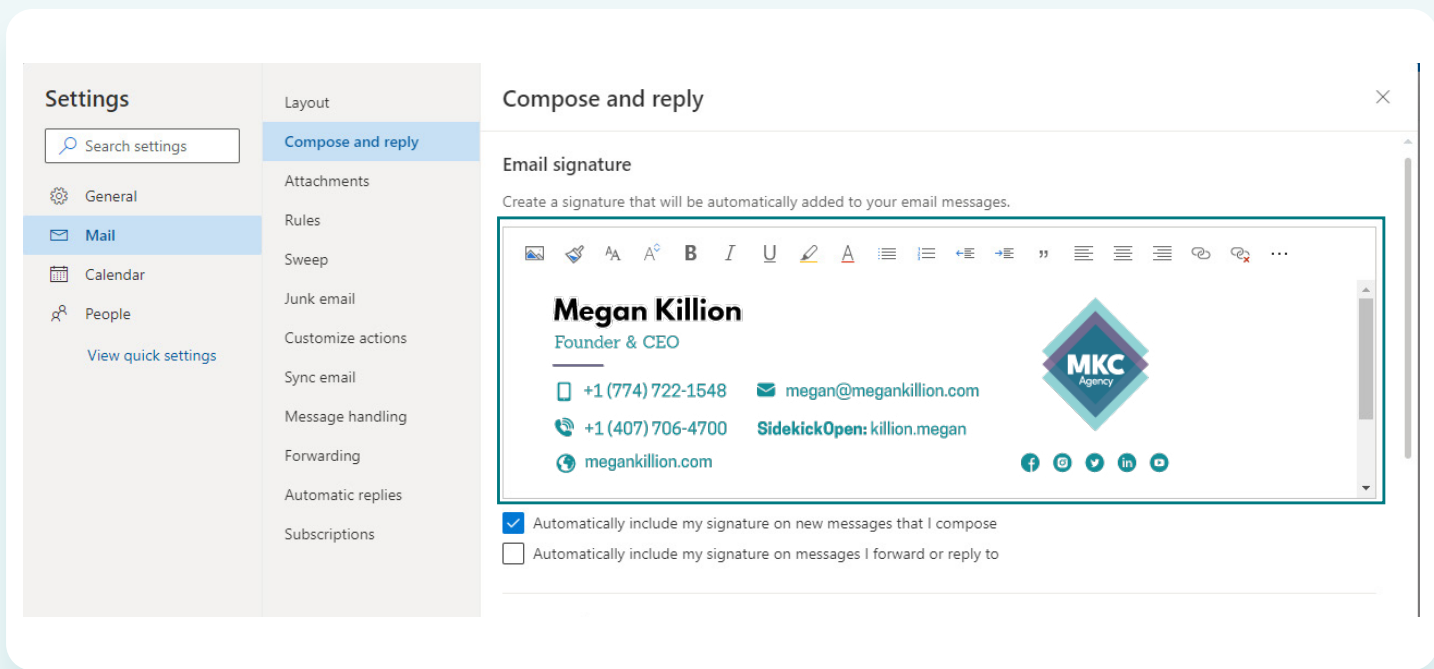**02** > Press **"View all Outlook settings"**

STEP

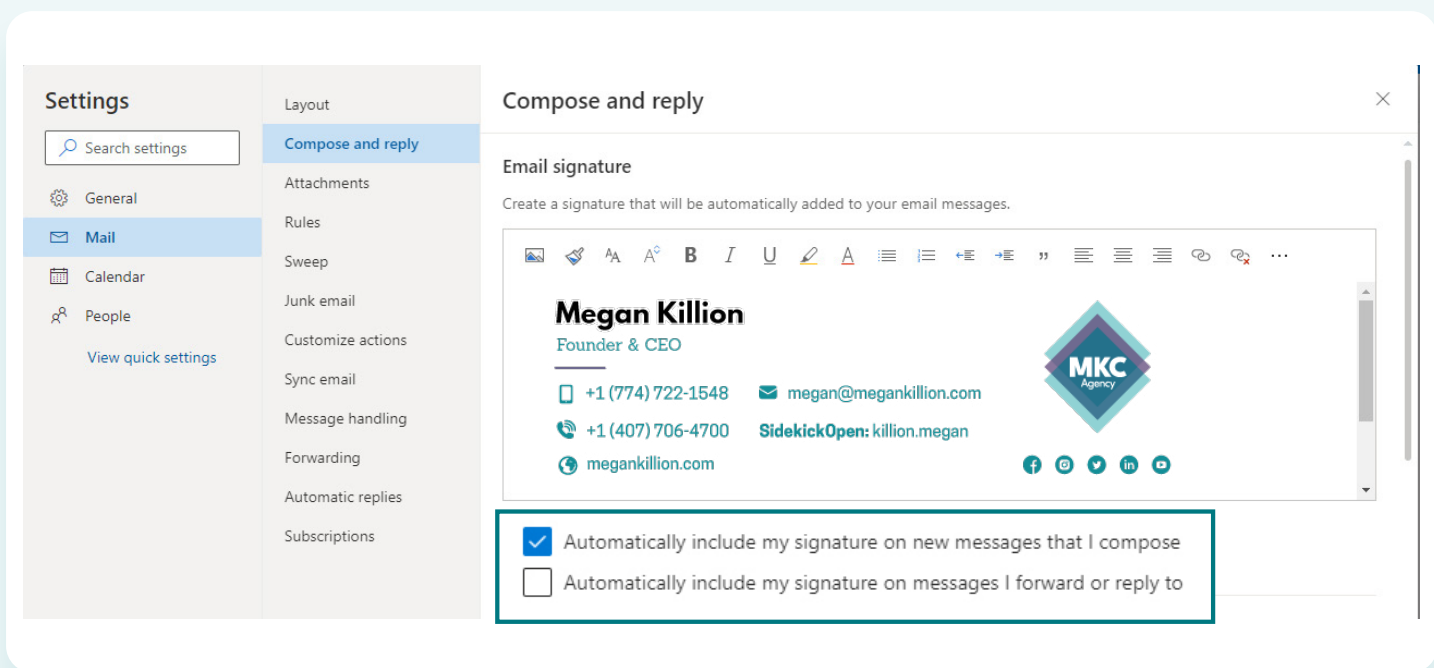**03** > Press **"Compose and reply"**

STEP
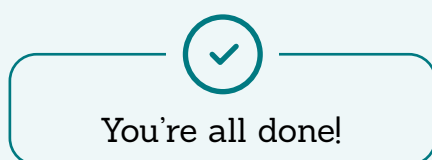# 04 › Paste your email signature into the **text box**
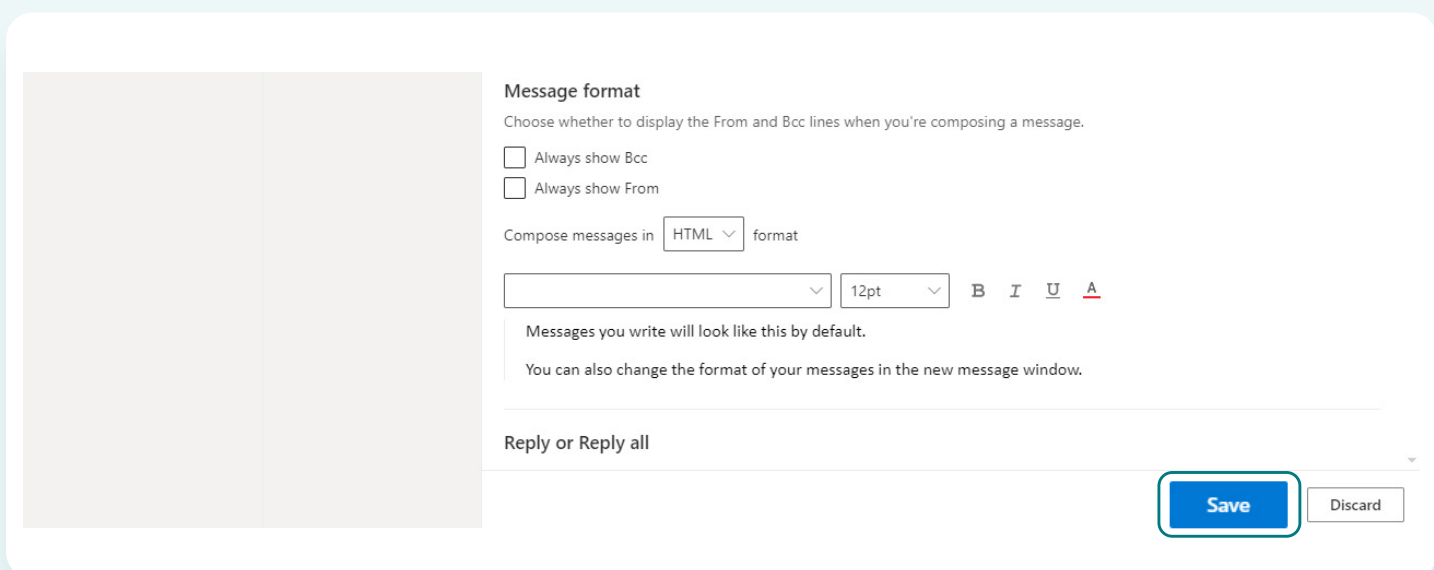

STEP
05 › Select when you want the signature to show up

STEP
06 › Press **Save**

You're all done!
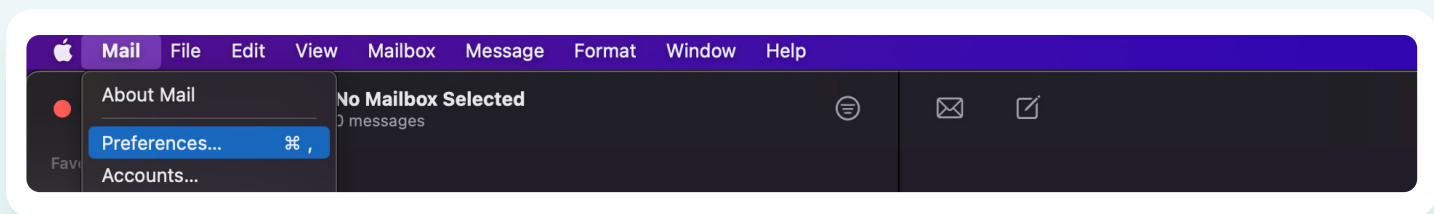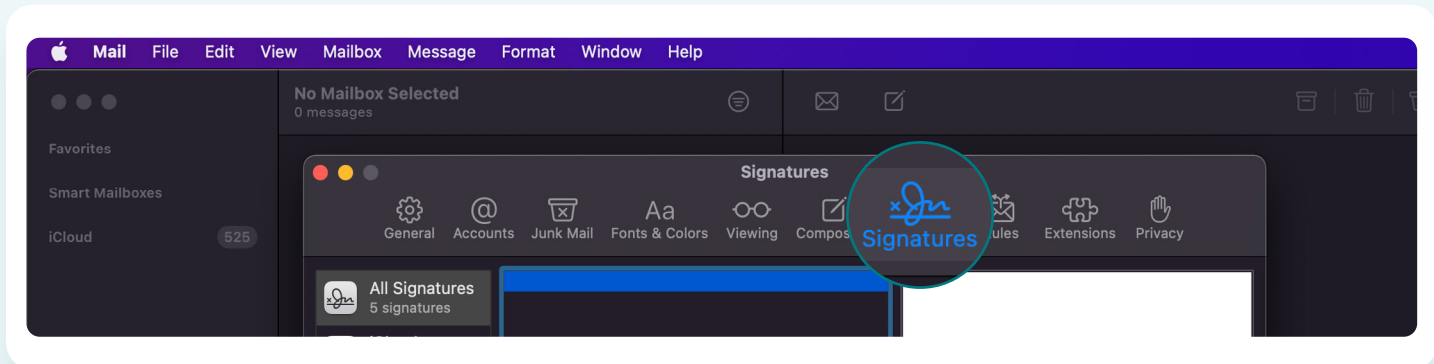
Apple Mail

STEP
01
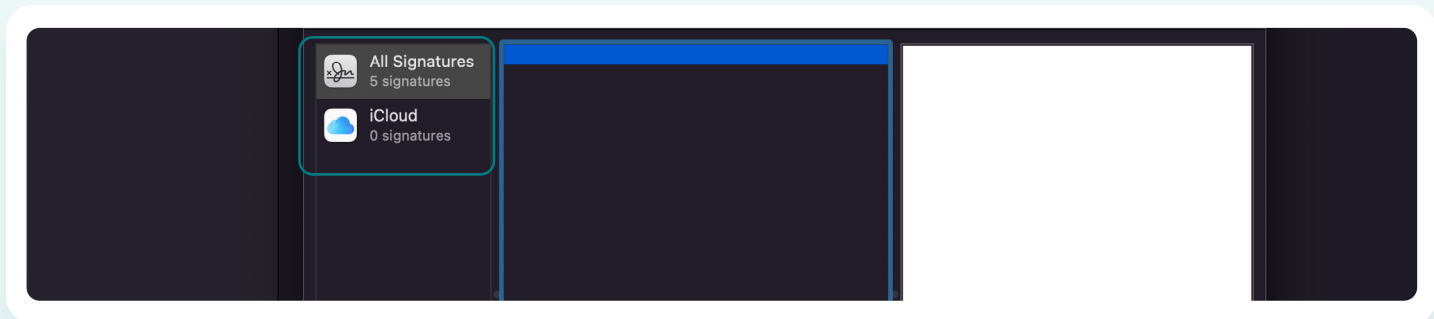› To create a signature in Mail, select **Preferences** from the Mail menu.

STEP
02
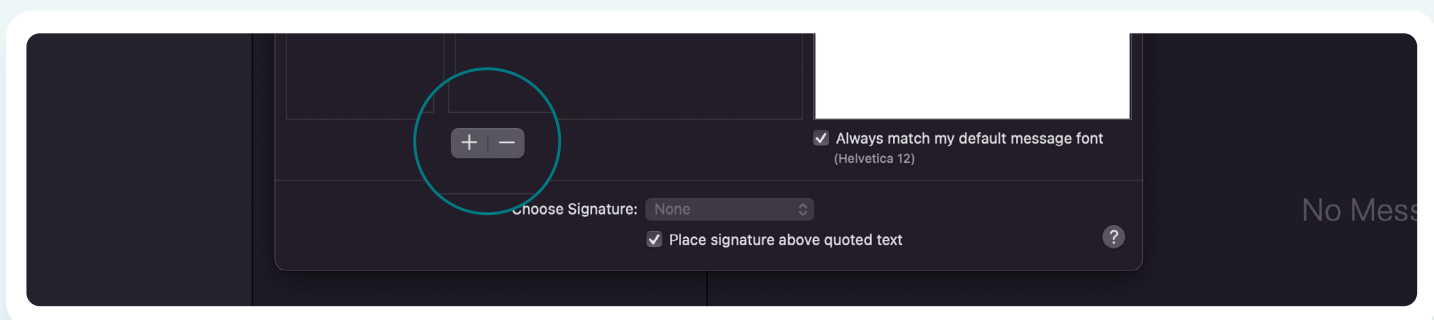› In the Mail Preferences window, click the **Signatures icon**.

STEP
03
› If you have more than one email account, select the account for which you want to create a signature.
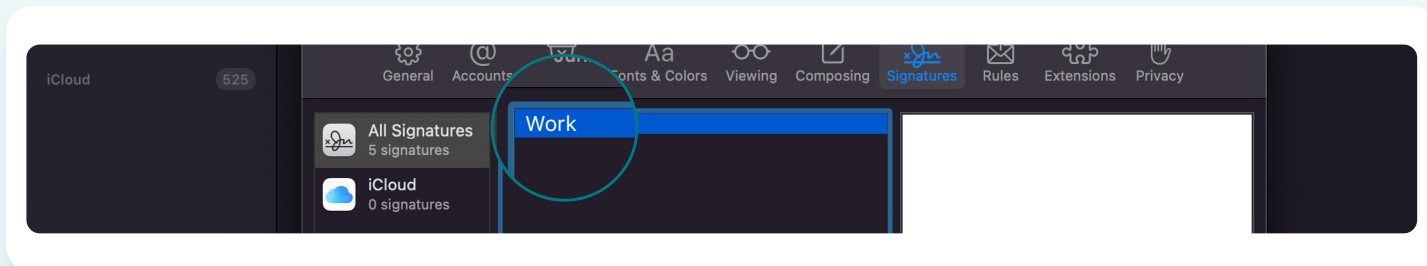
STEP
04
› Click the **plus (+)** icon near the bottom of the Signatures window.

STEP
05 >

Enter a description for the signature, such as Work, Business, Personal, or Friends. If you want to create multiple signatures, be sure to use descriptive names to make it easier to tell them apart.
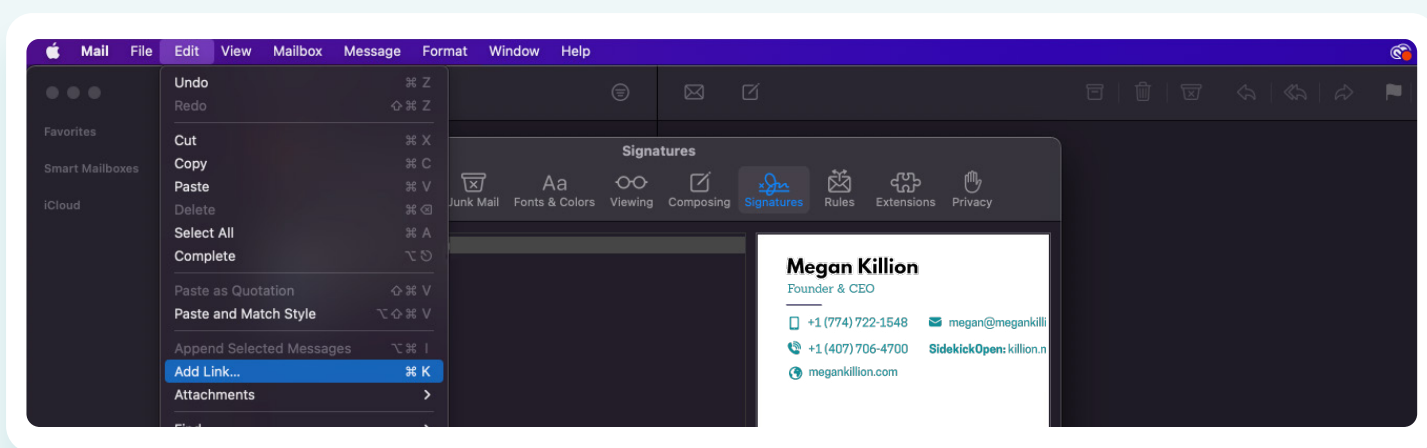

STEP
06 >

Mail will create a default signature for you, based on the email account you selected. You can replace any or all of the default signature text by typing or copy/pasting new information.

STEP
07 >

If you want to include a link to a website, you can enter just the main part of the URL, rather than the entire URL. For example, petwork.com rather than http://www.petwork.com or www.petwork.com. Mail will turn it into a live link.
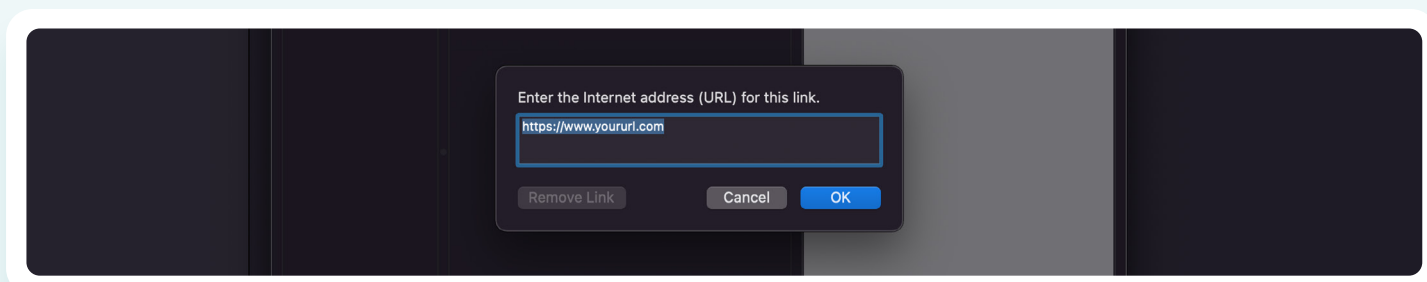
STEP
08 >

If you would rather have the link's name displayed instead of the actual URL, you can enter the link name and then highlight the link text and select **Edit > Add Link.**

STEP
09 >

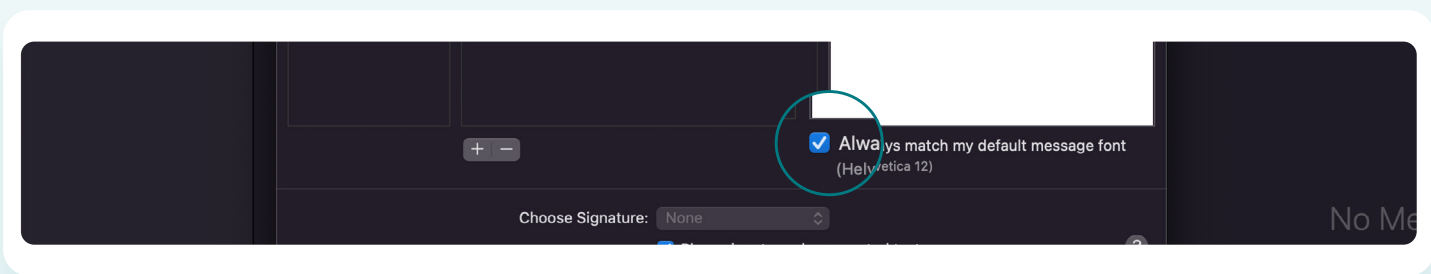Enter the URL in the dropdown sheet, and then click **OK**.

STEP

10

> To add an image or vCard file to your signature, drag the file to the Signatures window.

STEP
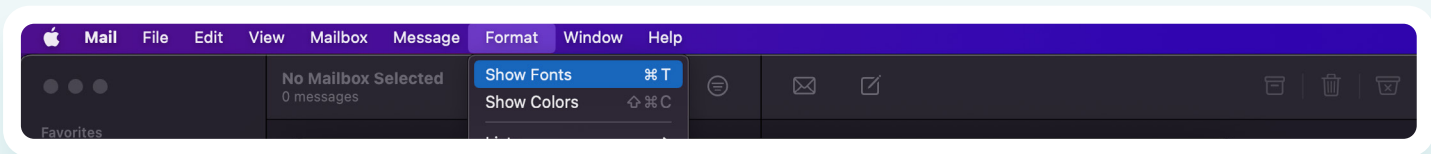
11

> Put a checkmark next to **Always match my default message font** if you want your signature to match the default font in your messages.

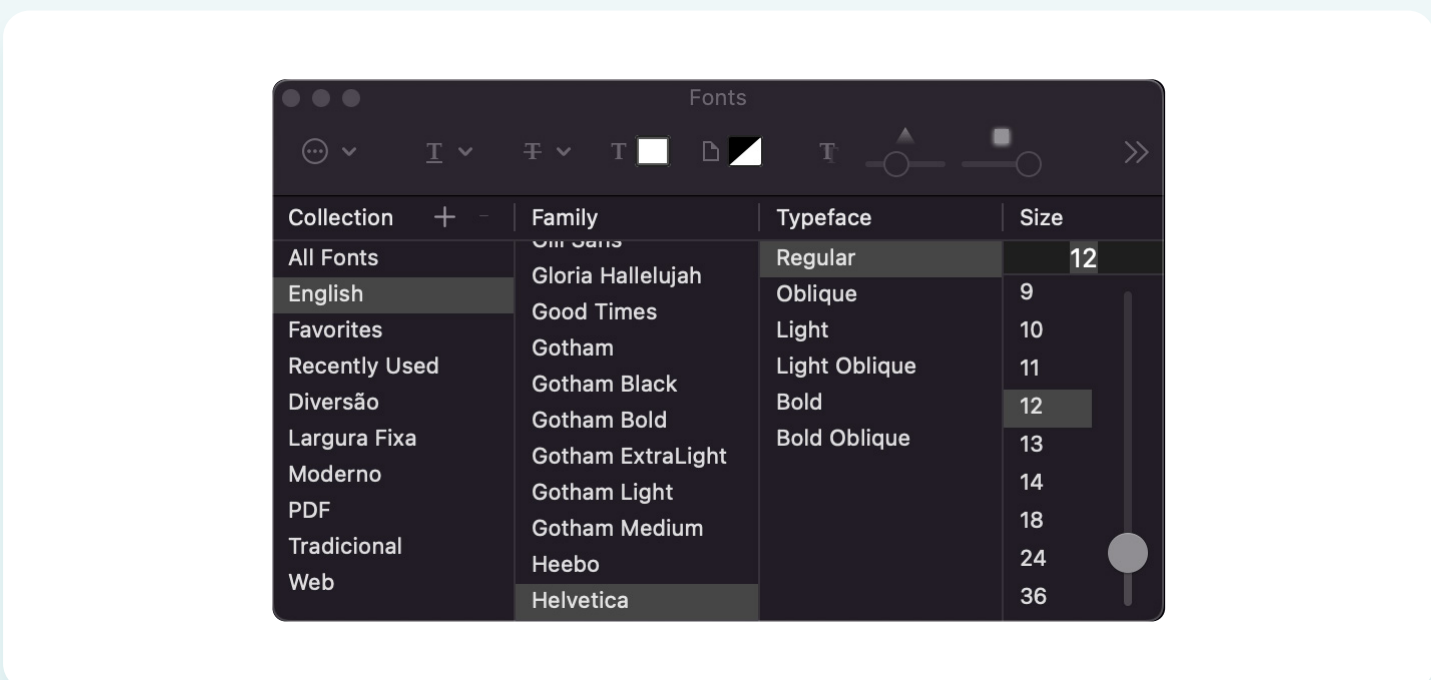**STEP**

12

> To select a different font for your signature text, highlight the text, and then select **Show Fonts** from the **Format menu**.
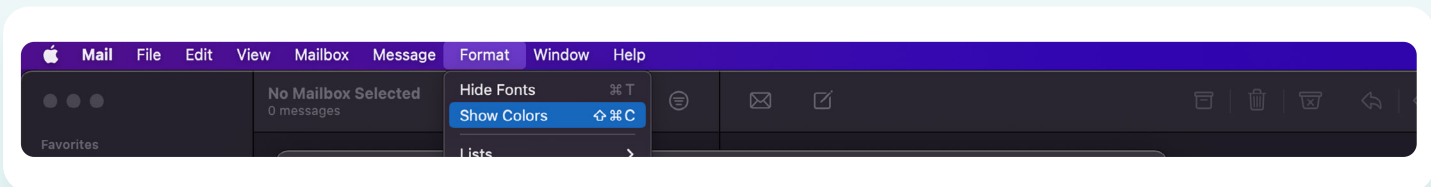

STEP

13

> Select the font, typeface, and font size from the **Fonts** window. The signature font will change with your selections.
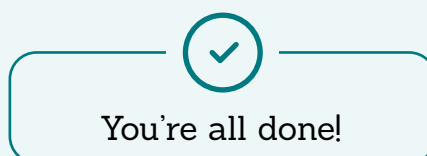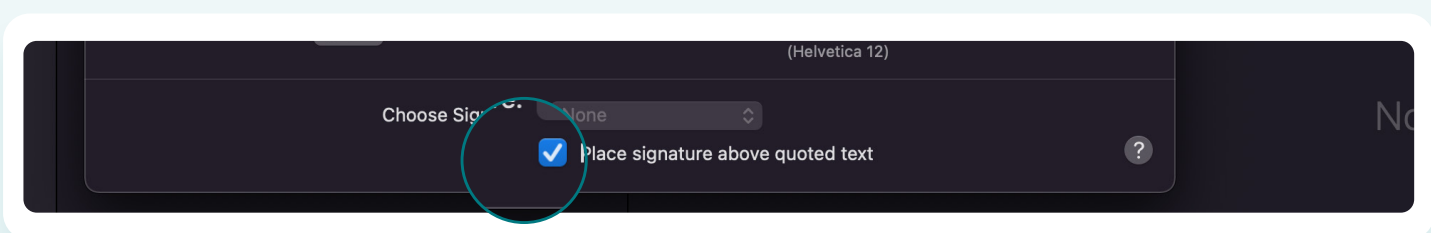
STEP

14

〉 To apply a different color to some or all of the text in your signature, select the text, select **Show Colors** from the Format menu, and then use the slider to select a color from the color wheel.

STEP

15

〉 When you reply to an email message, your response will usually include text quoted from that message. If you want your signature to be placed above any quoted text, place a checkmark next to Place signature above quoted text.

You're all done!

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