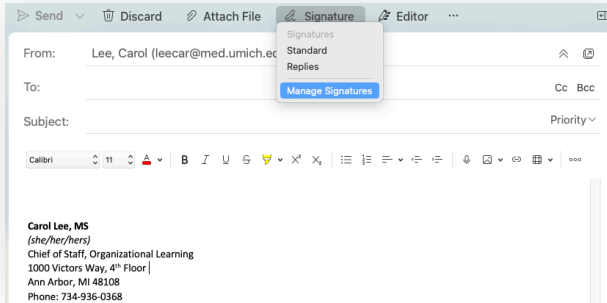


SETTING YOUR OUTLOOK EMAIL SIGNATURE WITH GRAPHIC (MAC)

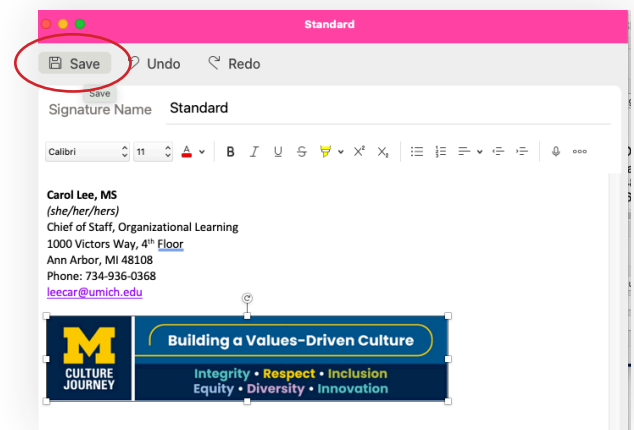
1. Log into your Outlook account, select the **Signature** button, and then select **Manage Signatures**.



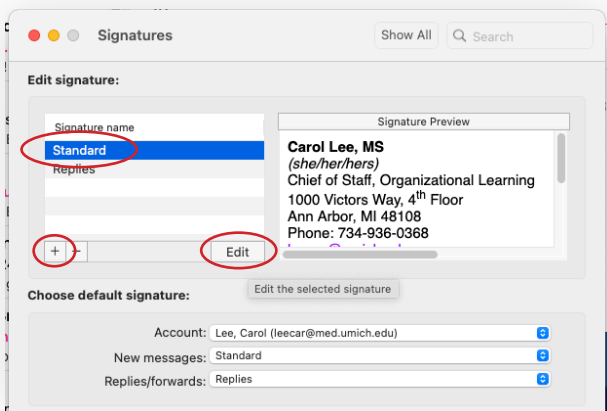
4. With your cursor at the end of the last line of text, return three times. The email signature graphic will be inserted here.

5. Drag and drop the Culture Journey email signature graphic (png or jpeg file) into the editing box.

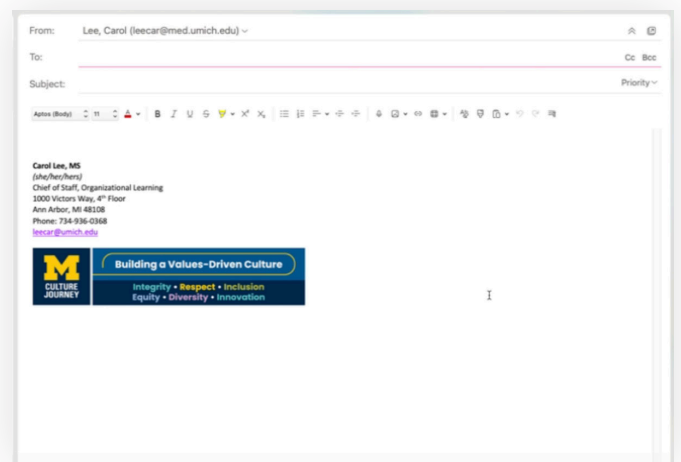
6. Click save in the top left corner.



2. To edit your existing signature, select **Standard** then **Edit**. Alternatively, you can create a new signature by selecting the **+** button. When prompted, name your new signature and then select create.



7. Review your email signature by composing a new email. The signature should look something similar to the one below:



3. In the text field, type your contact information. Style it like the sample below using a sans serif typeface like Arial at a legible text size and black text color (Please note which text is bolded in the sample and then bold that same text in your own signature):

YOUR NAME IN ALL CAPS

Title One on First Line

Title Two on Second Line (optional)

830 N. University Ave | Your Office Number

Ann Arbor, MI 48109

P: 734-000-0000 | **E:** addresshere@umich.edu

Website: culturejourney.umich.edu