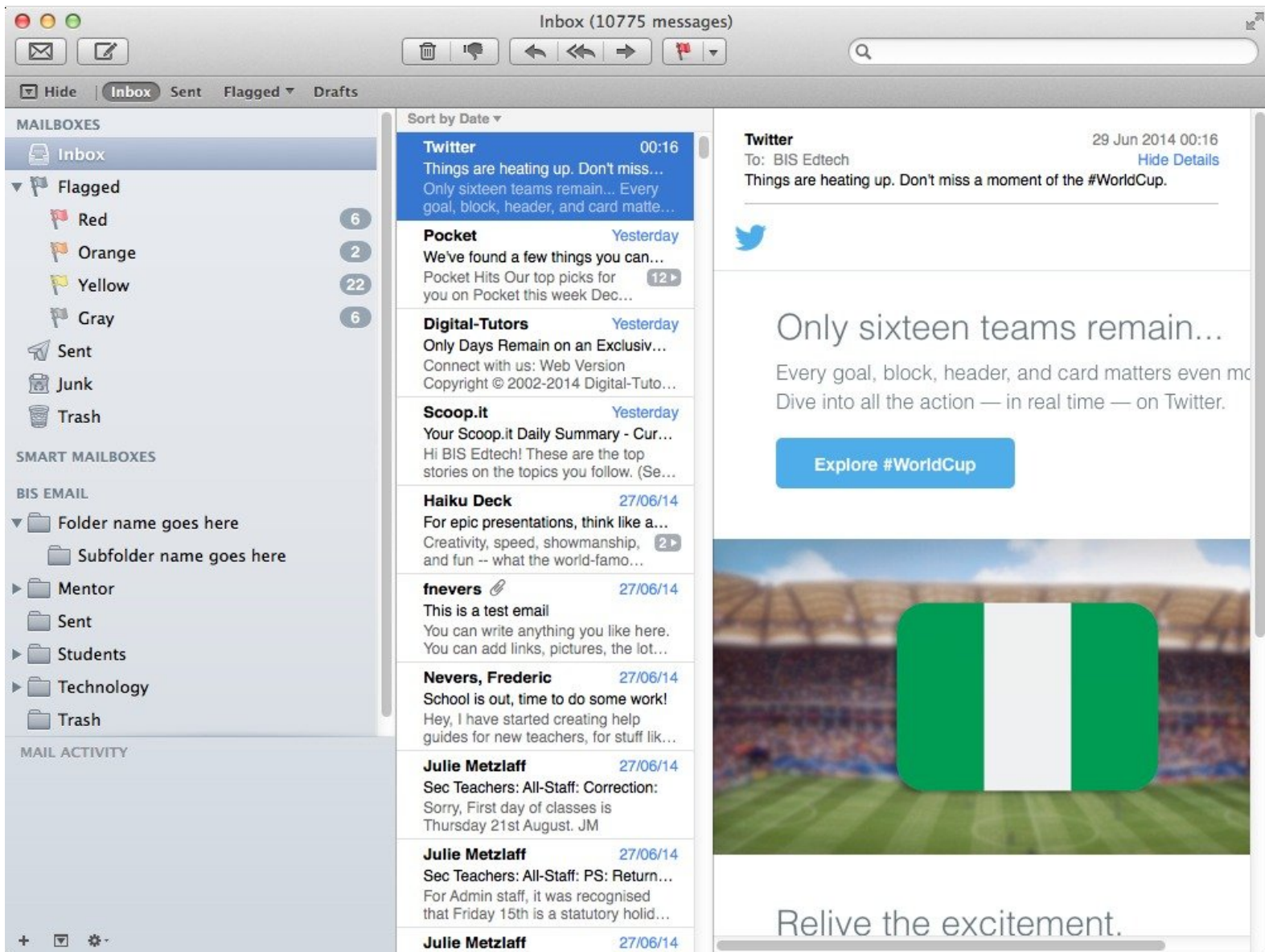


BIS Help Guides

How to create your own email signature

Learn how to make each email you send look more professional by adding an automatic signature to it.

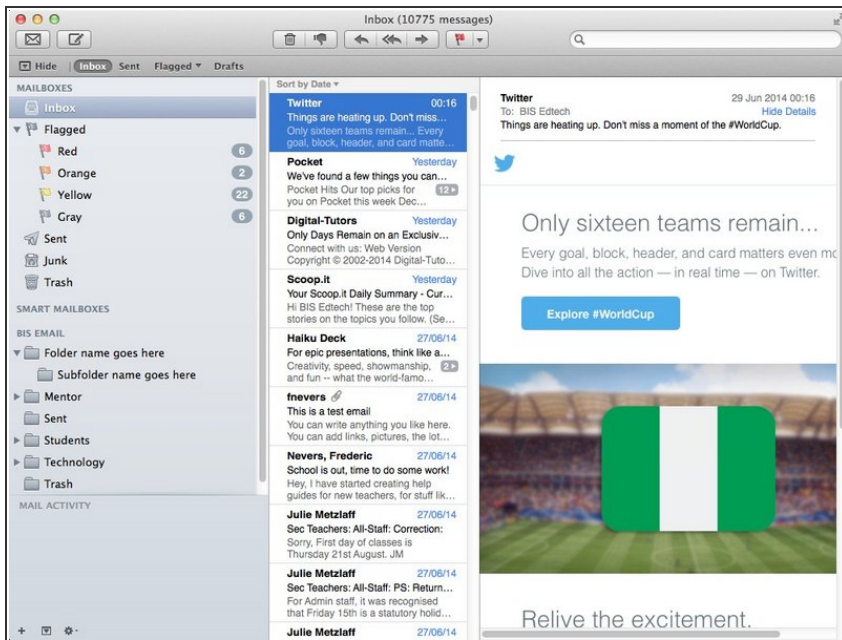
Written By: BIS Edtech Team



INTRODUCTION

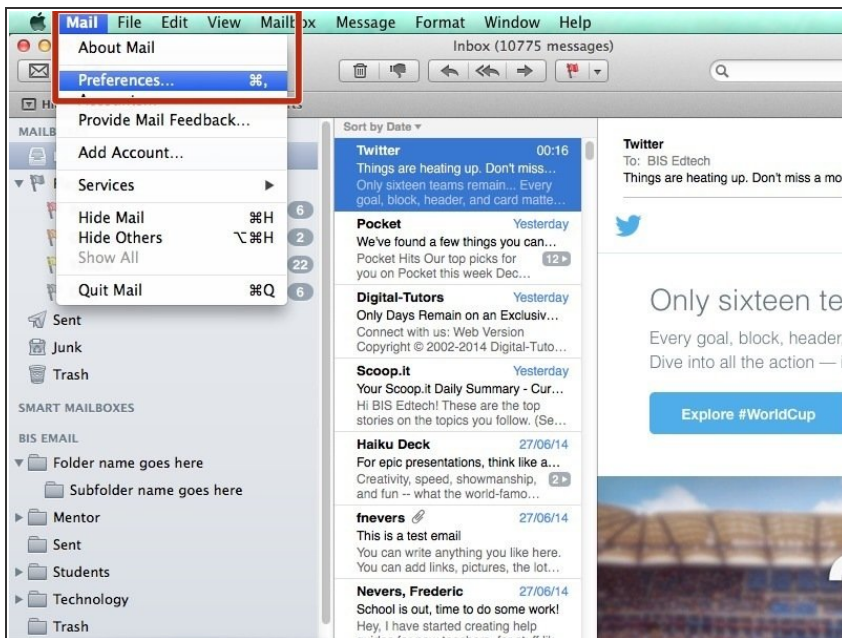
Learn to leverage the power of signatures in Mail. This guide will show you how to create your first signature, which will be automatically added to every email you send from your laptop.

Step 1 — Open your 'Mail' application



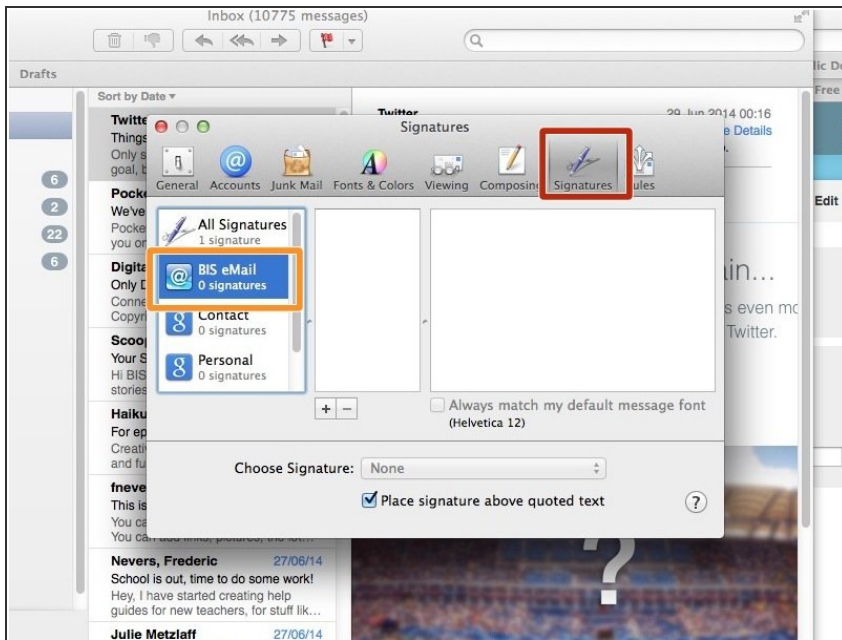
- ❗ The fastest way to open an application is to press 'Cmd Space bar' at the same time, and start typing the application name in the search box (top right of your screen)

Step 2 — Visit the 'Preferences' Panel



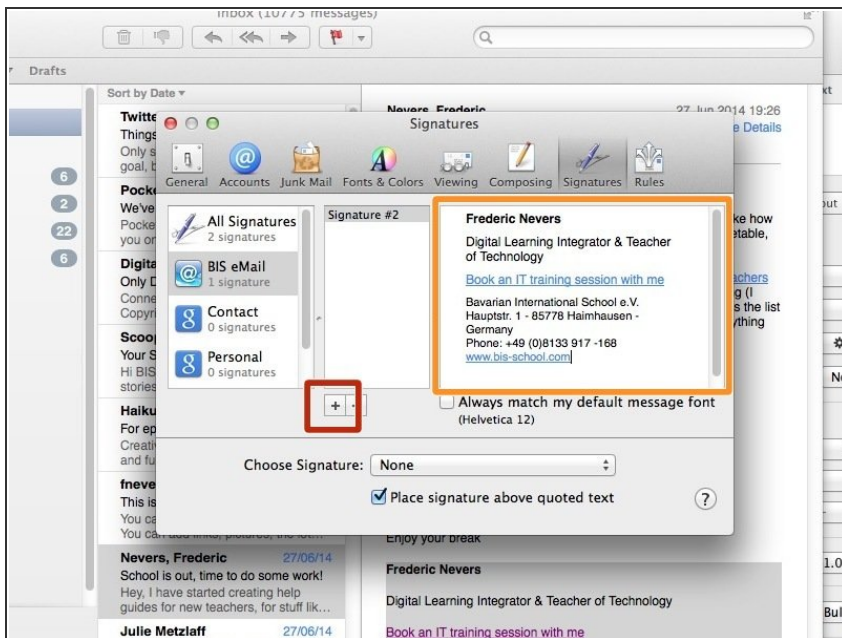
- Click on 'Mail > Preferences'
- ❗ A pop up box will open

Step 3 — Edit the preferences for your 'BIS eMail' account



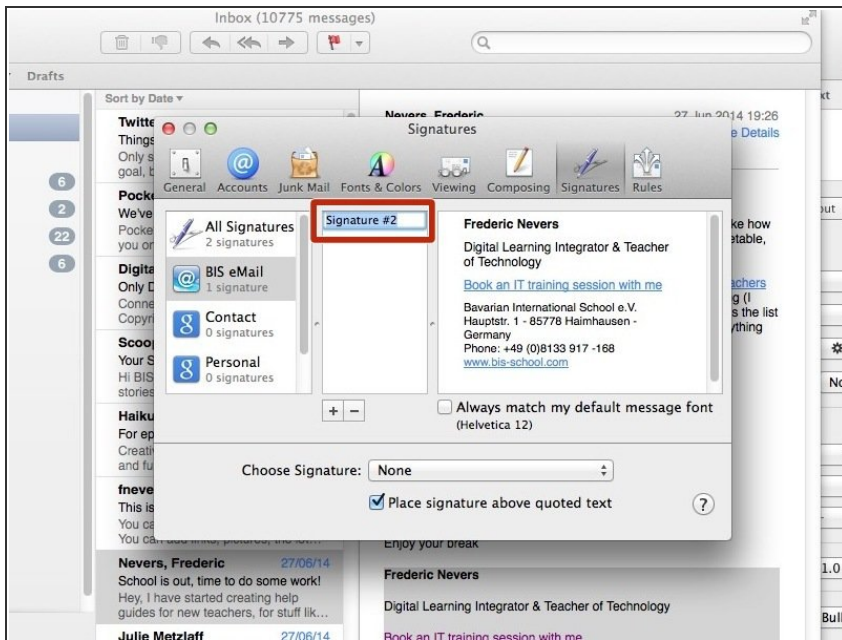
- Click on 'Signatures'
- Click on 'BIS eMail'

Step 4 — Add your first signature



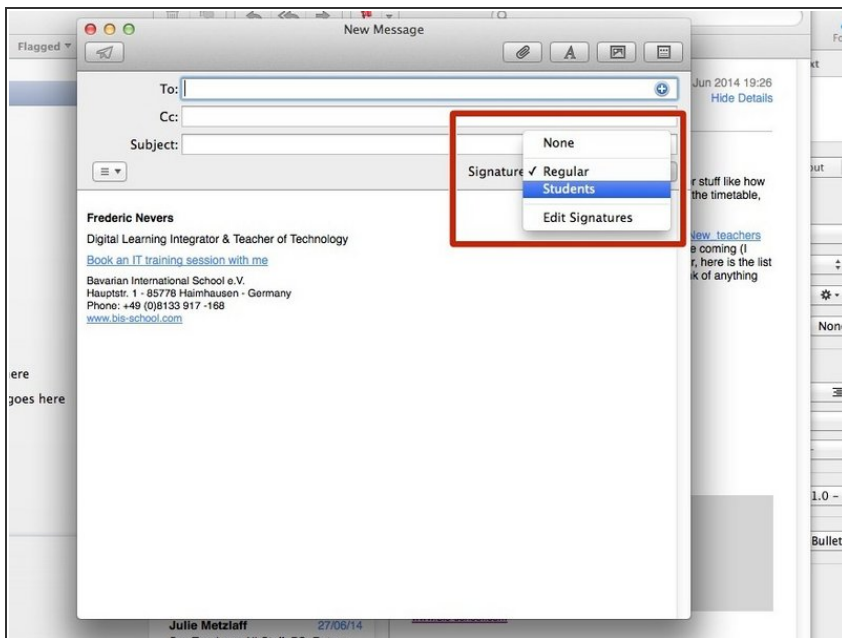
- Click on the '+' icon
 - Type your signature here
- ❗ It's easiest to first type your signature in a dedicated word processing application, such as 'Pages', to type your signature and then simply copy and paste it to your Mail application

Step 5 — Name the signature



- Double click on the 'Signature #' and choose a name for your signature
- ❗ You have the ability to save different signatures for different purposes, so it's important you name each something that makes sense to you e.g. parents, students, basic, etc.
- ⚠ To add more signatures, repeat the process from step 3

Step 6 — Try writing a new email



- When you type an email, your email application will automatically add the top-most signature to your new emails. If you wish to select another

signature, click on the drop down
box named 'signature' in your new
email window
