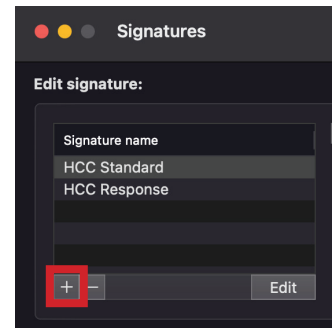
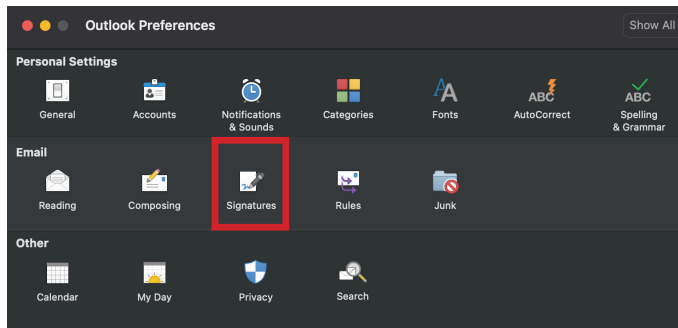
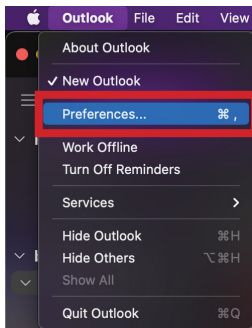
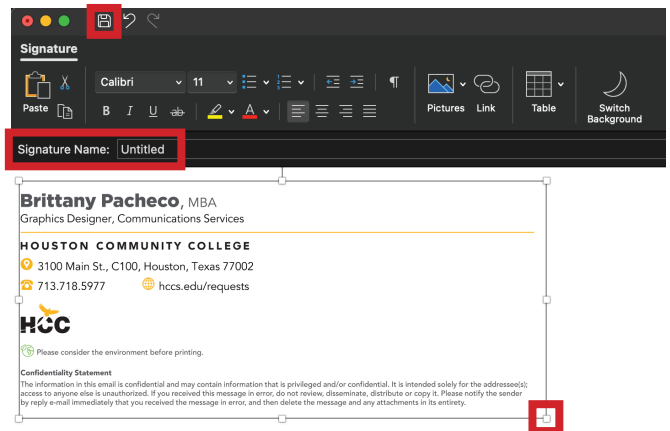
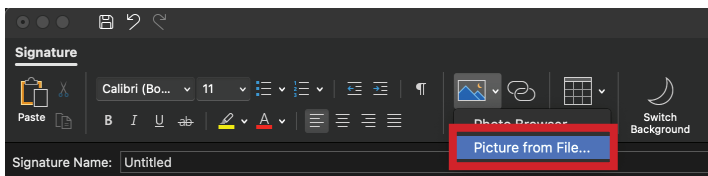


HCC EMAIL SIGNATURE INSTRUCTIONS (MAC OS)

1. Go to **hccs.edu/brandfolio** to log in and create your email signature.
2. Complete the email signature form, preview, and download the high-resolution PNG file to your computer.
3. Open **Microsoft Outlook** and go to **Preferences** (this may vary from Apple to PC.) Locate the icon for **Signatures** and click to open.

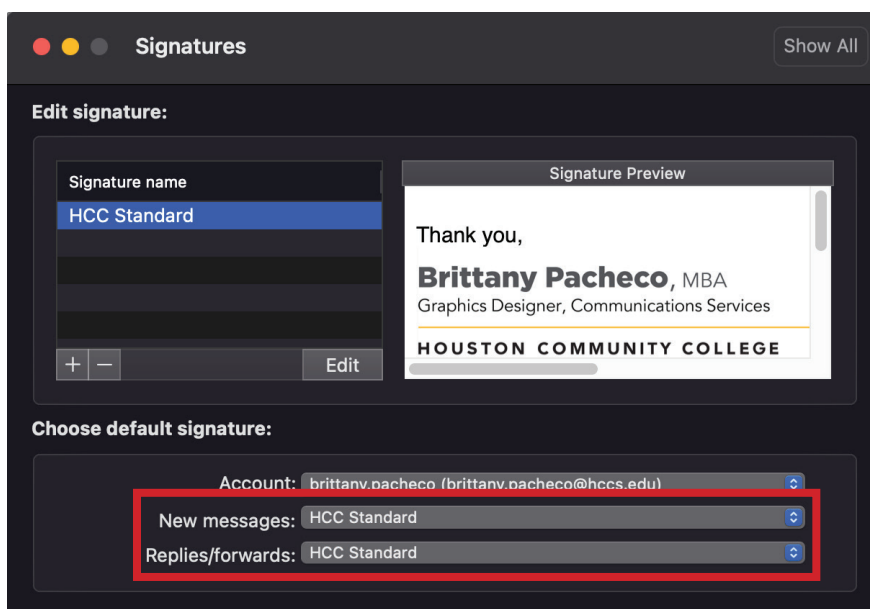


4. Once in Signatures, click the **+** button to add a new signature.



5. In the New Signature window, click on the **Pictures icon** and select **"Picture from File..."** This will open a new window. Locate the downloaded email signature PNG and select to add.
6. The PNG image will be large and needs to be resized. **Take one of the corner anchors** to scale the image down to about **6" wide**. (The height will automatically adjust when using the corner anchors.)
7. Right-click on the PNG image to **Edit Alt-Text**. Type your contact information shown on your email signature into the text box and **Save**.

8. Add a Signature Name. (Optional)
9. Click the **Save** icon at the top of the window bar. The new Signature will be added to the list.
10. Under **Choose default signature:**, set the **new signature as the standard** for New Messages and/or Replies/forwards.



11. Close out of the New Signature window.
12. Open a **New Message** in Outlook to see your new email signature in place.

