Instructions for Use:

Outlook:
1. Highlight and copy the email signature from an email. (contact libin@ucalgary.ca for an email containing the signature).
2. Open a new email, then under the 'message' tab press the dropdown under 'signature' and click 'signatures.'
3. Press 'new' to create a new signature, then paste the signature into that window.
4. The Libin logo doesn't display in this window, but it will in an email. Ignore that for now and change the name / role / phone number as needed, making sure to not change the formatting. You can do this by clicking in the middle of the name or title, type in your information and then delete the unwanted characters.
5. Set this signature as the default for new messages / replies and it will be automatically appended to emails, or click it from the signature menu to add it to emails manually.

Mail:
1. In the Mail app on your Mac, choose Mail > Preferences, then click Signatures.
2. In the left column, select the email account where you want to use the signature.
3. If 'All Signatures' is selected when you create a signature, you'll need to drag the new signature to an email account before you can use it.
4. Click the 'Add' button below the middle column. Name this 'Libin.'
5. Copy the signature that is at the top of this document, and paste it into the right column.
6. The Libin logo doesn't display in this window, but it will in an email. Ignore that for now and change the name / role / phone number as needed, making sure to not change the formatting.