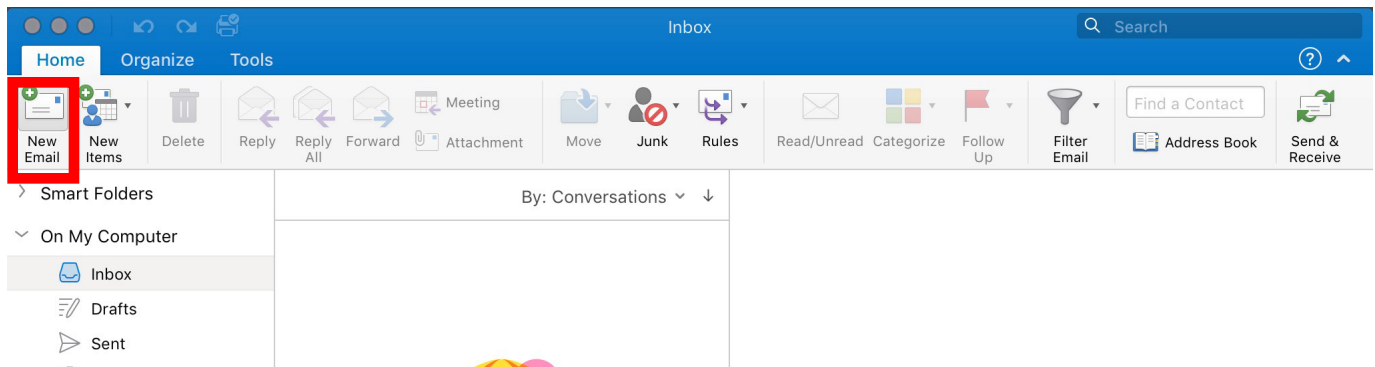
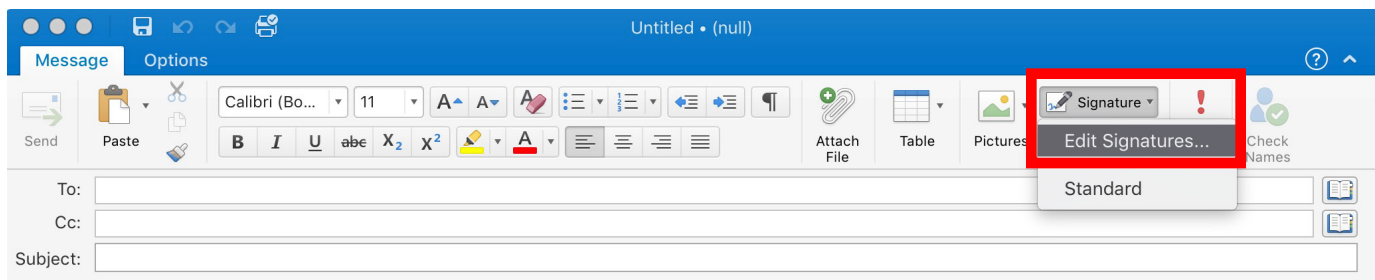


KENTUCKY EAGLE EMAIL SIGNATURE INSTRUCTIONS MAC COMPUTERS

Step 1: Open a new email in Outlook



Step 2: Select “edit signatures” in the top right menu



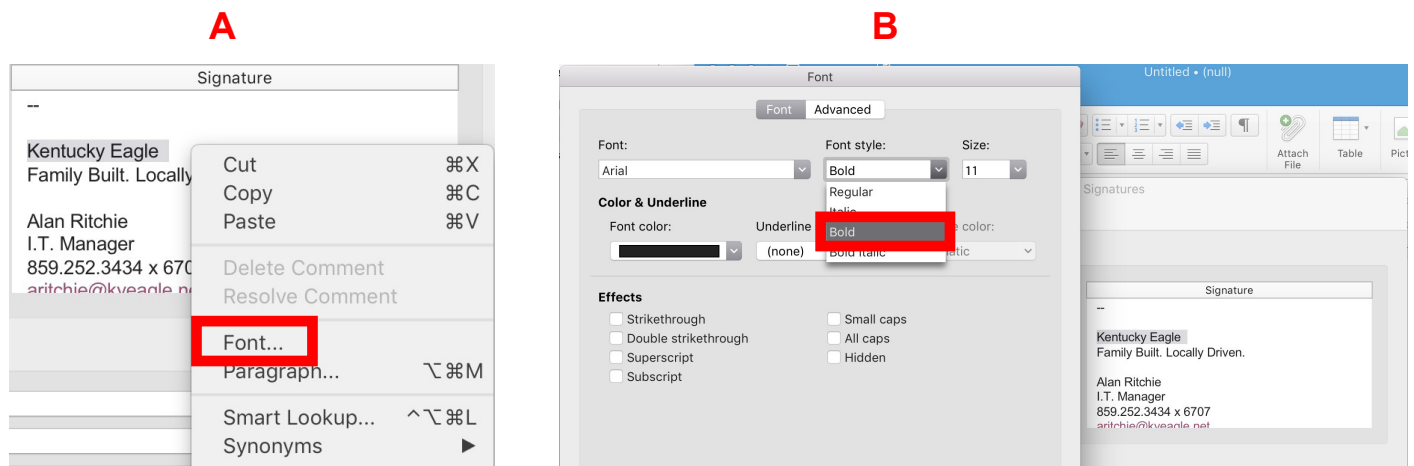
Step 3: Click the + sign and create a new signature; name accordingly



Step 4: Type in your contact information in the following format

<i>2 Dashes</i>	--
<i>Blank</i>	
<i>Company</i>	Kentucky Eagle
<i>Tagline</i>	Family Built. Locally Driven.
<i>Blank</i>	
<i>Name</i>	Alan Ritchie
<i>Title</i>	I.T. Manager
<i>Phone</i>	859.252.3434 x 6707
<i>Email</i>	aritchie@kyeagle.net

Step 5: Highlight each line, right click in the text box, and style as the following



<i>Arial Bold</i>	--
<i>Arial Bold</i>	Kentucky Eagle
<i>Arial Italic</i>	<i>Family Built. Locally Driven.</i>
<i>Arial Regular</i>	Alan Ritchie
<i>Arial Regular</i>	I.T. Manager
<i>Arial Regular</i>	859.252.3434 x 6707
<i>Arial Regular</i>	aritchie@kyeagle.net

Step 6: Click out of the email signature editor. Type your message. Add the new signature to the bottom of your email using the same “edit signatures” button from step 1.