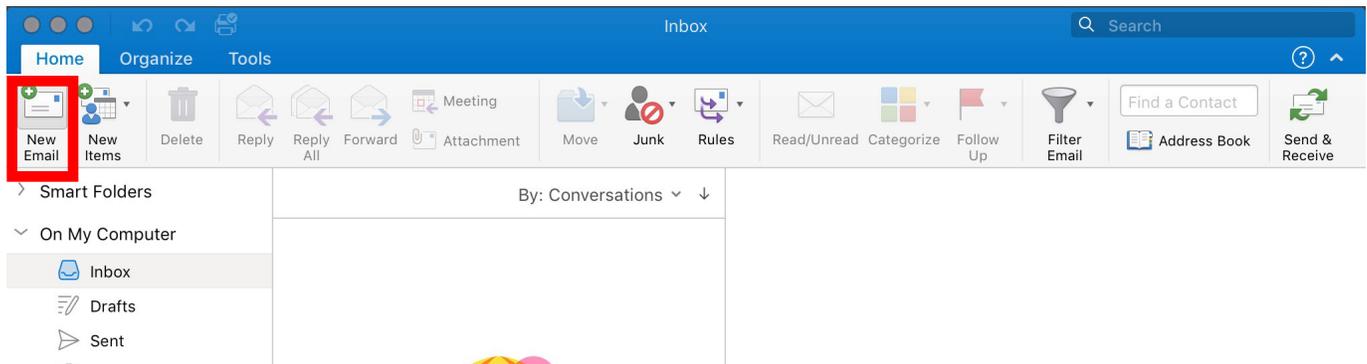
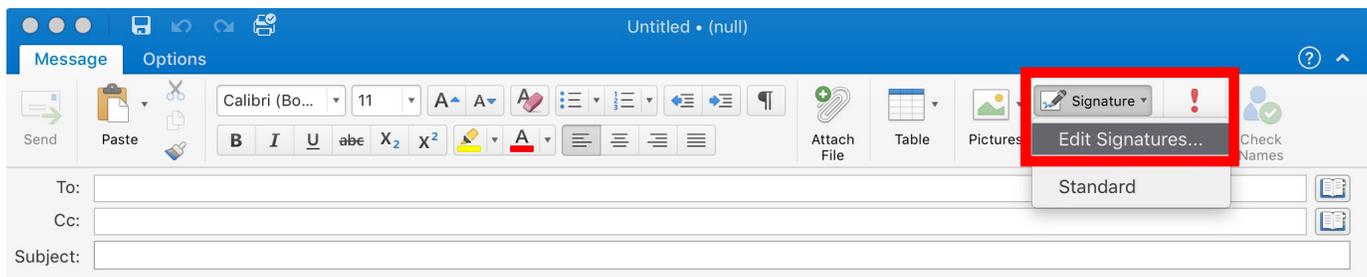


KENTUCKY EAGLE WINE & SPIRITS EMAIL SIGNATURE INSTRUCTIONS MAC COMPUTERS

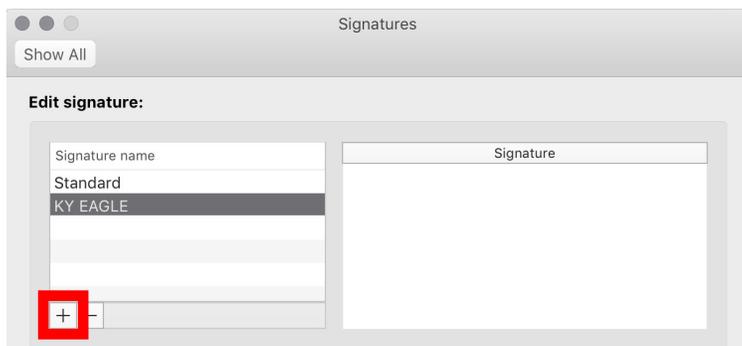
Step 1: Open a new email in Outlook



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



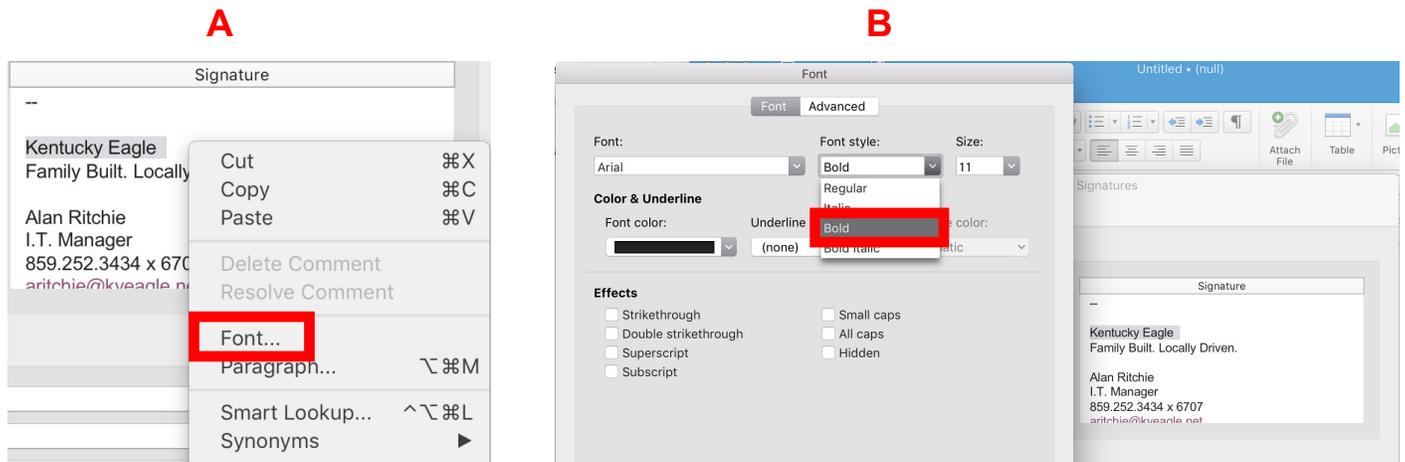
Step 3: Click the + sign and create a new signature; name accordingly



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

2 Dashes --
Blank
Company **Kentucky Eagle Wine & Spirits**
Tagline **Lifting Spirits Since 1948.**
Blank
Name **Barry Downing**
Title **Director of Wine & Spirits**
Phone **859.252.3434**
Email **bdowning@kyeagle.net**

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



Arial Bold / 11 pt --

Arial Bold / 11 pt **Kentucky Eagle Wine & Spirits**
Arial Italic / 11 pt **Lifting Spirits Since 1948.**

Arial Regular / 11 pt **Barry Downing**
Arial Regular / 11 pt **Director of Wine & Spirits**
Arial Regular / 11 pt **859.252.3434**
Arial Regular / 11 pt **bdowning@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.