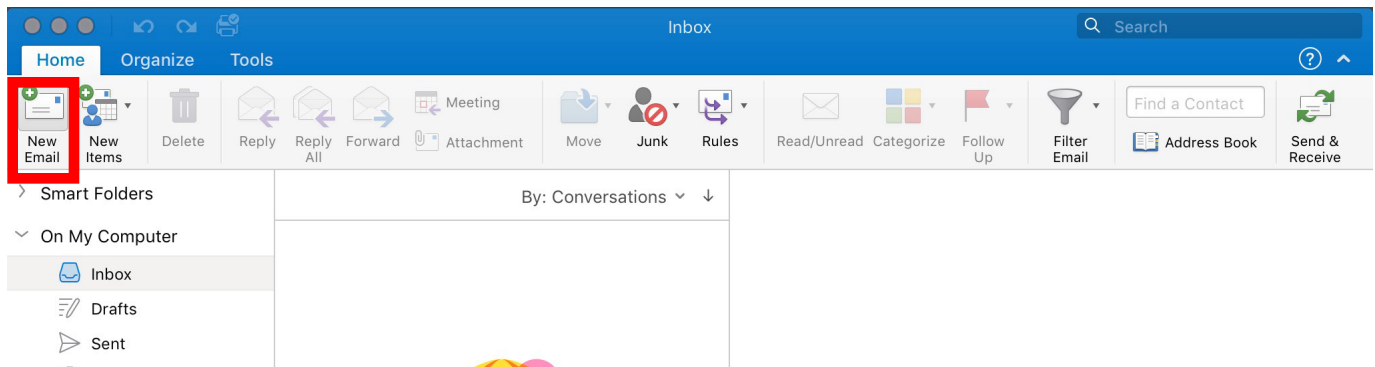
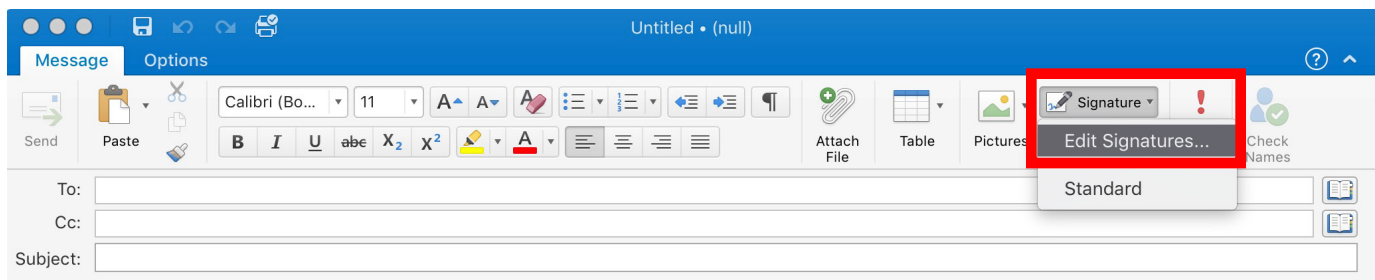


KENTUCKY EAGLE WINE & SPIRITS EMAIL SIGNATURE INSTRUCTIONS MAC COMPUTERS

Step 1: Open a new email in Outlook



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



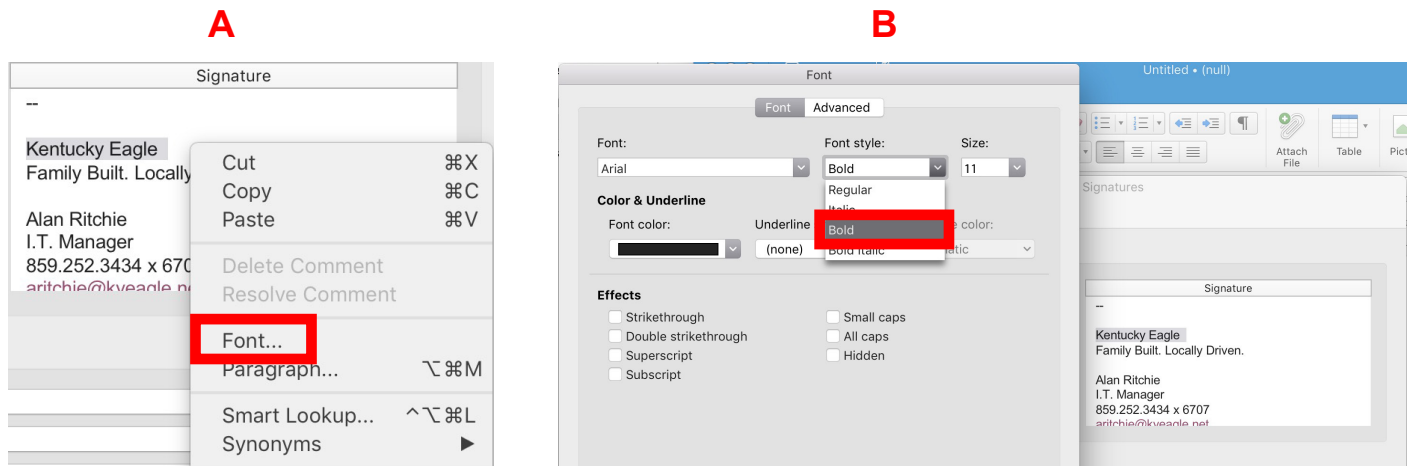
Step 3: Click the + sign and create a new signature; name accordingly



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.