

eSignature Setup

POLARIS WORKPLACE SOLUTIONS

MICROSOFT OUTLOOK – APPLICATION

Get the eSignature

1. Click on the respective link for your signature
 - [Mike Bruce](#)
 - [Kacie Gates](#)
 - [Samantha Manner](#)
2. Select all, and **copy**

Enter into Outlook

1. Open Outlook and go to **Outlook » Settings**, then click on the **Signatures** icon
2. Click the **+** to add a new signature
3. Enter the **Signature Name** at the top of the next window.
4. In the field below, delete the text, and **paste** the signature you copied.
5. Close the window and **save**
6. If you'd like this to be your default signature, assign the new email to your new messages and replies/forwards under **Choose default signature**. Then close that window.

MICROSOFT OUTLOOK – ONLINE BROWSER

Get the eSignature

1. Click on the respective link for your signature
 - [Mike Bruce](#)
 - [Kacie Gates](#)
 - [Samantha Manner](#)
2. Select all, and **copy**

Enter into Outlook Online

1. Go to outlook.com
2. Click on the gear icon in the blue bar at the top for Settings
3. Click on **View all Outlook settings** at the bottom of the column that appears
4. Click **+ New Signature**
5. Enter the Signature Name in the first field
6. In the field below, **paste** the signature you copied, and **save**
7. If you'd like this to be your default signature, assign the new email to your new messages and replies/forwards under **Choose default signature**, then **save**

ANDROID

Get the eSignature

1. Send yourself an email with your Polaris signature

Enter the eSignature

1. Open the Outlook App on your Android device
2. Copy the signature you emailed yourself
2. Tap the menu button from the top left

3. Tap the settings gear icon on the bottom left of the menu
 4. When you're in the Settings menu, tap on **Signature**
 5. Delete the current signature, and paste the new one into the text box
 6. Tap the checkmark in the top right to save
- * *The logo may not show up in this view, but should appear when you create an email.*

APPLE – MAC MAIL

Set Up the Base Signature

- Open MacMail
- Click on **Mail » Preferences** from the top menu
- Click on the **Signatures** icon
- Click on your Polaris email account, in the far left column
 - Click the **+** at the bottom of the middle column, to add a signature
 - Give it a name
 - Make sure that name shows in the drop-down by **Choose Signature**
 - Close the window.
- Quit out of MacMail

Get Custom Signature Code

- Edit the highlighted text in the following code, with your own information
- Once all your information is in, copy all the code

```
<style>
.ExternalClass * {line-height: 100%}
p {margin-top: 0px; margin-bottom: 8px;}
</style>
<p>&nbsp;</p>
<table cellspacing="0" cellpadding="0" border="0">

  <tr>
    <td colspan="2"></td>
  </tr>
  <tr>
    <td width="366" style="padding-top:20px; font-size:13px; font-weight:normal;
line-height:16px; font-family:Helvetica,Arial,Trebuchet MS,Sans Serif;"><p><span
style="color:#002967; font-weight: bold;">Your Name</span><br>
Your Title<br>
123.456.7890</p>
<p><a style="color: #002967;text-decoration:none;"
href="mailto:name@polarisworkplace.com">name@polarisworkplace.com</a><a
style="color: #972734;text-decoration:none;" target="_blank" ><br>
</a><a style="color: #002967;text-decoration:none;"
href="https://www.polarisworkplace.com" target="_blank" >www.polarisworkplace.com<br>
</a></p></td>
  </tr>
</table>
```

Apply the Custom Signature

- Go to your desktop, and in the **Finder** menu, click on **Go**
 - Hold the **option** key down and you'll see **Library** appear
 - Click on **Library**
- Open the following folders from there
 - **Mail**
 - **V10** (or whatever "V" folder appears for you. If you have more than one, choose the higher number)
 - **MailData**
 - **Signatures**
- This now brings you to all your signature files (long string of numbers and letters, ending in "mailsignature")
 - Click on **Date Modified** to organize files with the most recent at the top.
 - Double-click on the top mailsignature file (the one you just created)
 - Hit **command-i** and click the **Unlock** button
 - Keep the top few lines for **Content-Transfer to Mime-Version**.
 - Highlight the entire second paragraph, beginning with **<body** and paste in the code you copied above.
 - Save, and close the window
- Click back on the **Signatures** window, and make sure the file you just edited is selected.
 - Click **option-i** to open the file's info window
 - Check the **Locked** checkbox to lock the file
 - Close the info window
 - Close the Signatures window
- Open MacMail and now when you start a new message, it should automatically appear.

IPHONE

Grab the Signature

- From your desktop email, send yourself a blank email with just the signature
- Open that message on your iPhone's email
- Press and hold your finger on your name (or any part of the signature that isn't a link or image) until the pop-up menu appears.
- Drag the blue handles to either side until your entire signature (logo and text) is highlighted
- Select **Copy**

Apply It to Your Settings

- Go to your iPhone's **Settings**
- Go to **Mail**
- Scroll to the bottom and click on **Signature**
- Click on **Per Account**
- In the signature for your Polaris email, delete the existing signature.
- Hold your finger down in that space, until the pop-up menu appears. Click on **Paste**
- Your signature will appear *unformatted*. Your iPhone automatically applies its own formatting, but we'll correct that:
 - SHAKE your iPhone, and you'll get a window that says **Undo Change Attributes**
 - Click on **Undo**
 - You should see your signature now correctly formatted!
- Close out of Settings, and you can now use your email