EMAIL SIGNATURE

MAIL ON MAC

Works with: macOS 27 Golden Gate. Also works on macOS 26 Tahoe, Sequoia and Sonoma.

Copy the signature we designed for you, then paste it into Mail's signature settings.

Copy your signature

1. Save the signature file we emailed you (it ends in `.htm` or `.html`) to your Mac.
2. Double-click the file. It opens in your browser as a plain page showing only your signature.
3. Select the whole page with **Cmd+A**, then copy it with **Cmd+C**.

Paste it into Mail

4. Open **Mail**. In the menu bar choose **Mail › Settings**, then click the **Signatures** tab.
5. In the left column, select your business email account. Do not leave it on All Signatures.
6. Click the **+** button under the middle column and type a name for the signature.
7. **Untick Always match my default message font** under the right column. Leave it ticked and Mail flattens your fonts and colors.
8. Click in the right column, select the placeholder text and paste with **Cmd+V**.
9. If you were sent a general company signature, edit the name, title and phone number now.
10. In the **Choose Signature** menu at the bottom, pick your new signature so it is added to every message.
11. Close the Settings window. It saves on its own.

Check it

12. Click **New Message** and confirm the signature is at the bottom. Send yourself a test and open it on another device.

> **Logo shows as a blank box or question mark in Settings?** That is only the preview. Mail loads the image when you write a real message, so judge it by the test email.

> **Menu names changed.** Apple renamed "Preferences" to **Settings**. Same window, new name.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

© 2026 Formula Marketing