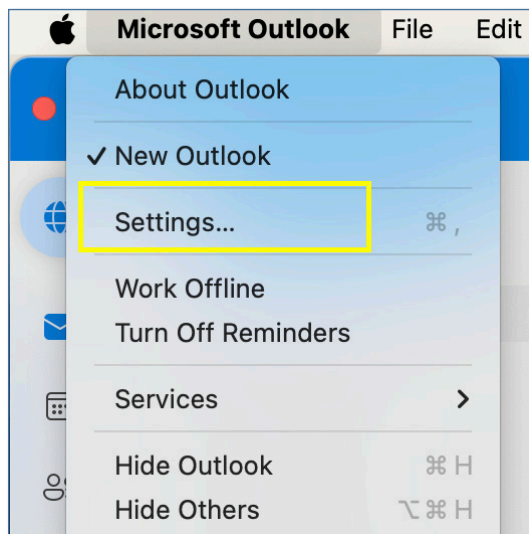


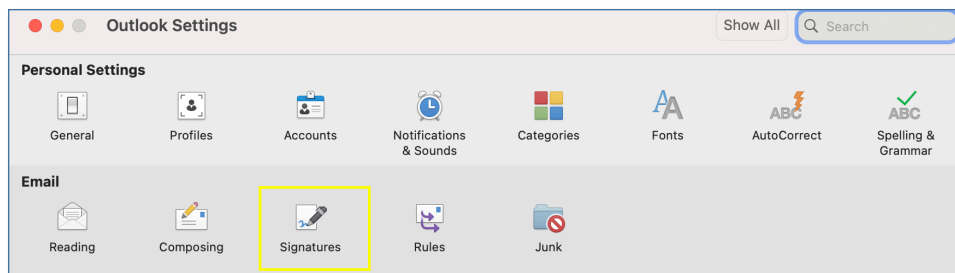
# EVMS TECH INTEGRATION: BACK UP AND RESTORE EMAIL SIGNATURES (MAC)

## How to back up email signatures

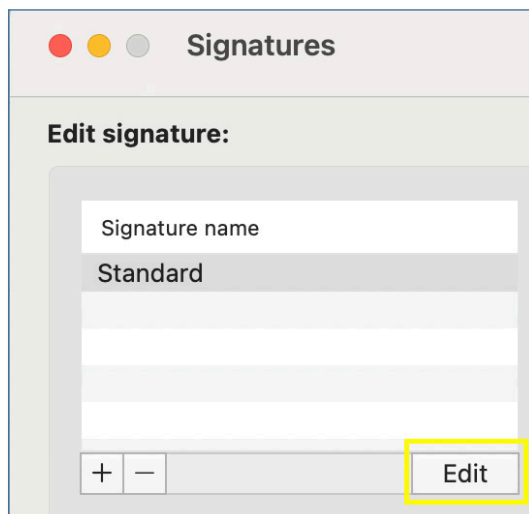
1. Open Microsoft Outlook, click on **Microsoft Outlook** at the top then hit **Settings**.



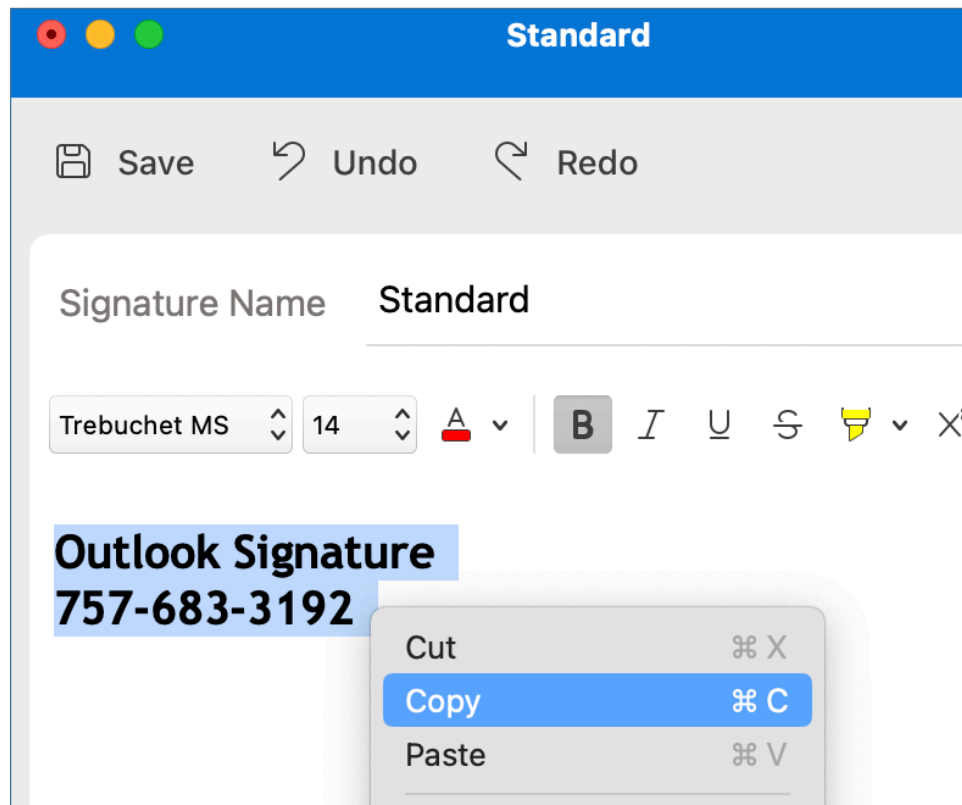
2. Click on **Signatures**.



3. Select the name of the signature you wish to back up, and hit **Edit**.

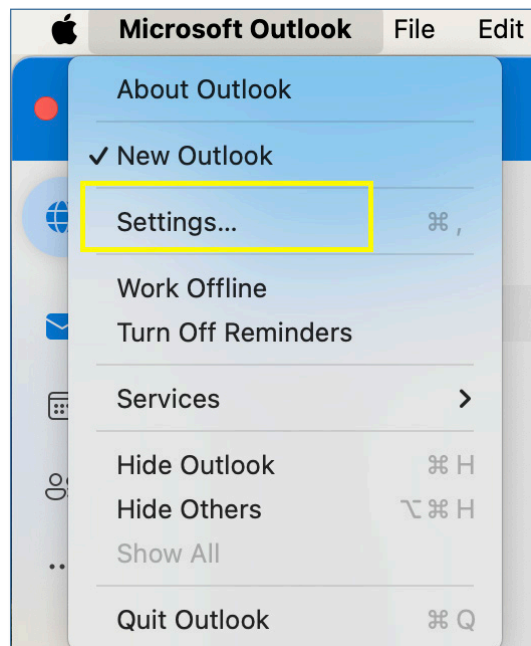


4. In the pop out window, highlight your email signature, right click to **Copy**, then paste it into a new document. Save the document to your backup location (OneDrive, network share, etc.).

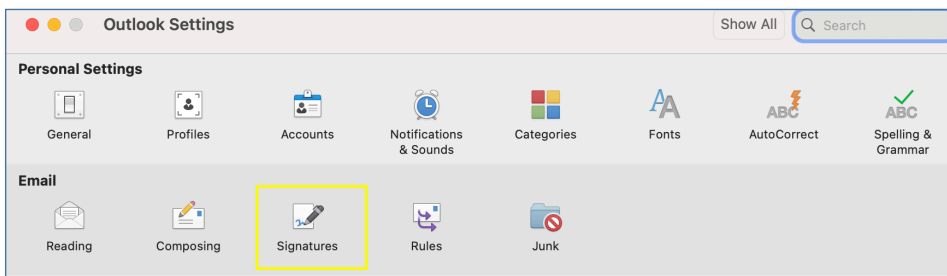


### How to restore email signatures

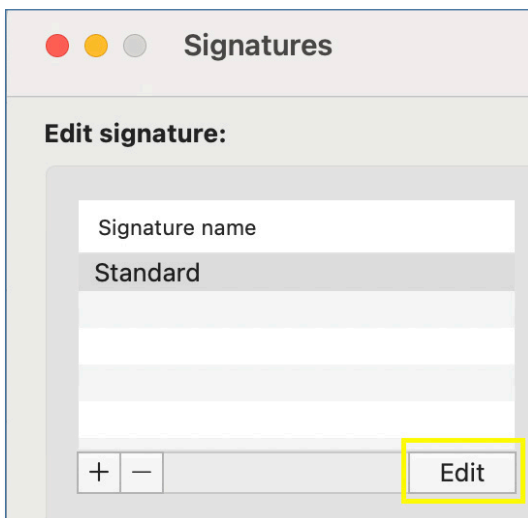
1. Open Microsoft Outlook.
2. Open the document containing your email signature.
3. Copy your email signature from the document.
4. Switch to Microsoft Outlook, hit Microsoft Outlook on the top and click **Settings**.



5. Click on **Signatures**.



6. Select the name of the signature you wish to restore, and hit **Edit**.



7. In the pop out window, paste your email signature and hit **Save**.

