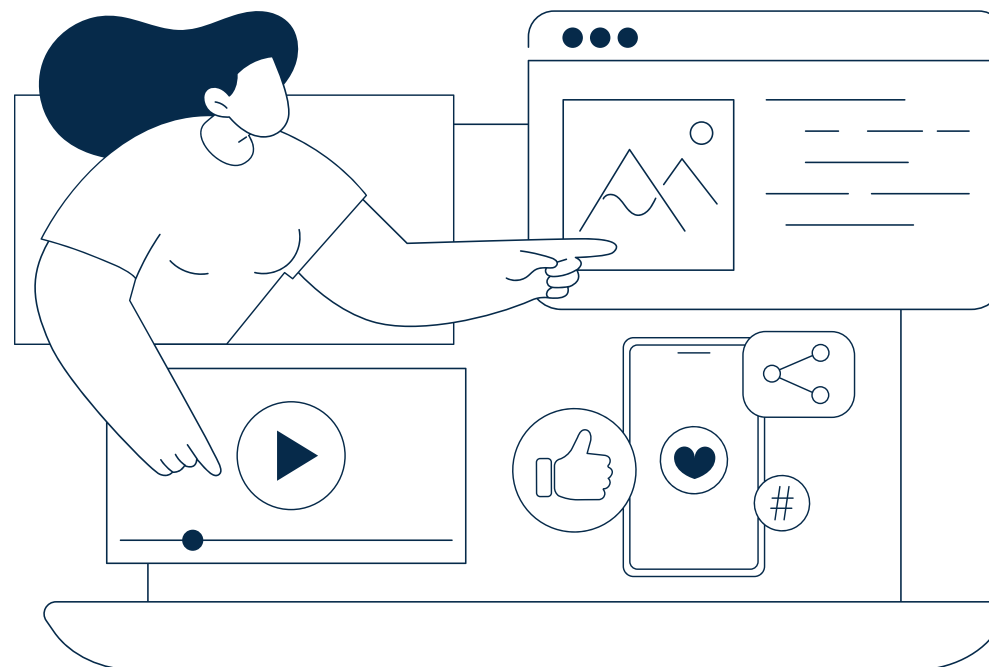




# EMAIL SIGNATURE FOOTER. MAC MAIL



# 1. Form. Electronic signature

1. Access to:

2. Fill in the form with the data you want to appear in the signature. As you fill the gaps, you will be able to see how it looks at the bottom part of the screen.
3. When you feel satisfied with your signature, you will be able to download HTML code or the preview. The selection of one button or another will be conditioned by your mailer

The following pages explain how to configure the signature in: Thunderbird, SOGo, Outlook (app), Outlook (versión web), Outlook Mobile, Outlook Classic, Mac Mail and iPhone Mail.

The screenshot shows a web form for configuring an electronic signature. At the top, there are two tabs: "Correu electrònic 1 personal" (selected) and "Correu electrònic 1 orgànic". The personal email field contains "el.teu.correu@uv.es". Below this, a blue box contains the text: "Correu electrònic 1 personal: Si tries un correu personal, el nom inclourà un enllaç a la fitxa de persona de la UV".

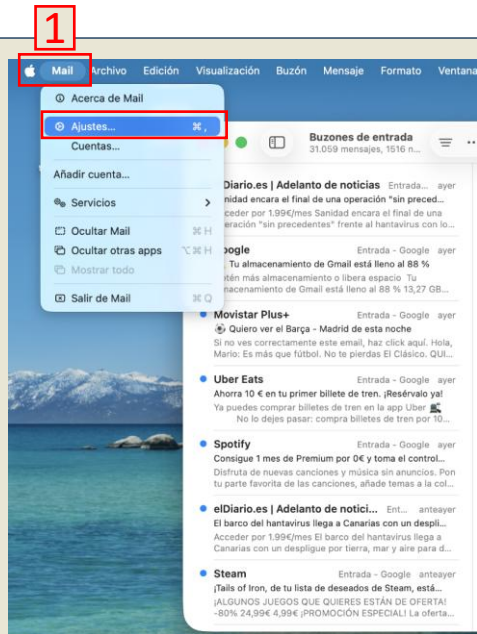
The form fields are as follows:

- Nom i cognoms\***: Miguel Rodríguez Tapia
- Càrrec o responsabilitat\***: Técnico de Marketing
- Filiació**: Servicio de Marketing y Comunicación
- Centre**: Cap
- Ubicació**: Avda. Blasco Ibáñez, 13 - Nivel 0. 46010 Valencia
- Correu electrònic 1**: miguel.rodriguez-tapia@uv.es
- Correu electrònic 2**: Correu alternatiu. Exemple: laura.montalban-serrano@uv.es o lamose2@uv.es
- Teléfono**: (9635) 43385
- Web 1**: Exemple: www.uv.es
- Web 2**: Exemple: www.uv.es/rectorat

At the bottom, there are three buttons: "Descargar HTML", "Copiar HTML", and "Copiar previsualització". Below these buttons is a preview of the signature, which includes the UV logo and the following text:

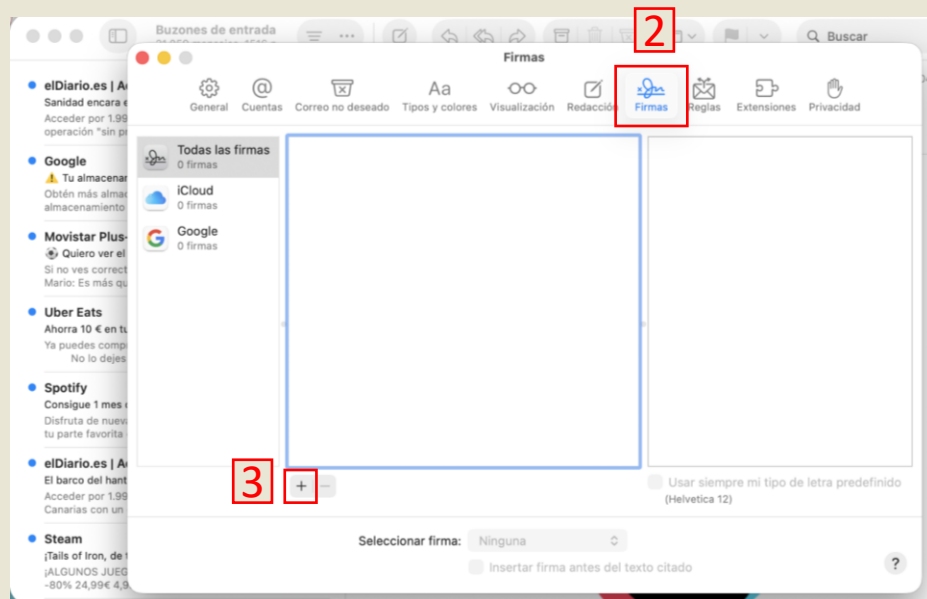
**UNIVERSITAT DE VALÈNCIA**  
**Miguel Rodríguez Tapia**  
 Técnico de Marketing  
 Servicio de Marketing y Comunicación  
 miguel.rodriguez-tapia@uv.es      Avda. Blasco Ibáñez, 13 - Nivel 0. 46010  
 (9635) 43385      Valencia

At the very bottom, there is a link: "> Mostrar HTML".

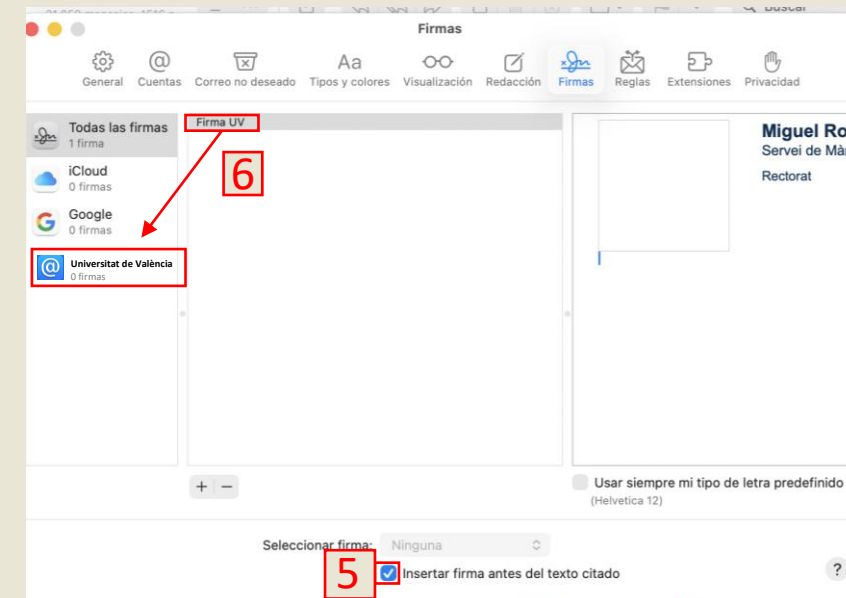
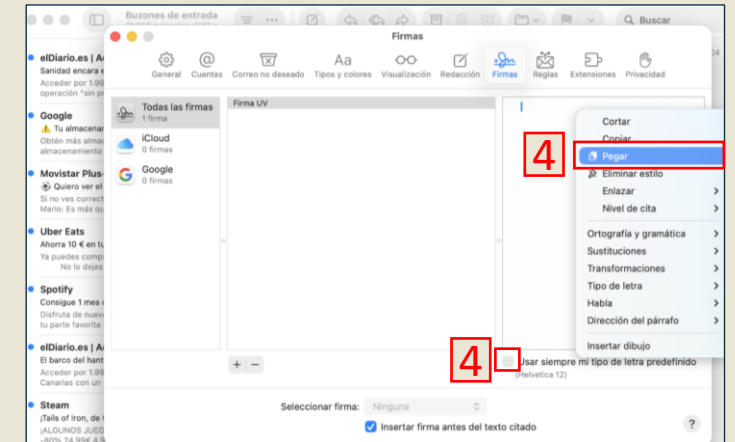
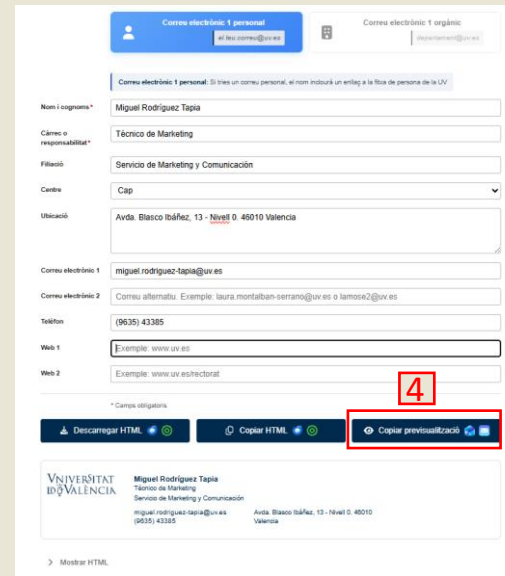


## 2. Configure the signature in Mac Mail

1. Click on **Mail > Settings**
2. Click on the **Signatures** tab
3. Select the **(+)** icon to add a new signature and give it a name



4. Deselect the **Always match my default message font** option, copy the signature pressing **Copy preview** and paste it in the signature field
5. Select the **Place signature above quoted text** option
6. Once created, the signature will appear with the assigned name. Drag it to the desired email account, in this case the UV account



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D VALÈNCIA **uvcomunicació**