Installing an HTML Email Signature

# Microsoft Outlook

Locate Your HTML Signature File: Find the HTML file for your email signature on your computer.

Open the HTML File in a Web Browser: Right-click on the HTML file, select 'Open with' and choose a web browser (like Chrome, Firefox, or Edge). The file will open in your browser, displaying your email signature.

Copy the Signature: Right-click on the signature, choose 'Select All' to highlight it, then right-click on the highlighted area and select 'Copy'.

Open Microsoft Outlook: Start the Outlook application on your computer.

Access Signature Settings: Click on 'File' in the top left corner, select 'Options', go to the Mail category and click on 'Signatures...'.

Create a New Signature: In the Email Signature tab, click 'New', name your signature (e.g., 'My Signature') and click 'OK'.

Paste the HTML Signature: Right-click in the edit box and choose 'Paste'. Your HTML signature should now appear in the box.

Set as Default Signature (Optional): Select your new signature for 'New messages' and/or 'Replies/forwards' as desired.

Save and Test: Click 'OK' to save, then compose a new email to see your signature in action.

# Apple Mail

Create a Twogene Signature in Apple Mail: Open Apple Mail, go to 'Mail' > 'Preferences' > 'Signatures', select an email account or 'All Signatures', click '+' to create a new signature and name it (e.g., 'Twogene Signature'). Type a temporary text in the right pane, like 'My Signature'.

Locate the Signature File: Close Apple Mail, open Finder, click 'Go' in the menu bar, then 'Go to Folder', type '~/Library/Mail/V8/MailData/Signatures/' (the version may vary, like V7, V9), and locate the '.mailsignature' file corresponding to your new signature (latest file with that extension based on the date and time created).

Edit the Signature File with a Text Editor: Right-click on the '.mailsignature' file, select 'Open With' > 'TextEdit', inside the file, locate and delete everything starting from '<body>' to '</body>', paste your HTML signature code in place of the deleted text, save and close the text editor.

Lock the Signature File: Right-click on the '.mailsignature' file again, choose 'Get Info', and tick the 'Locked' checkbox in the pop-up window.

Finalize in Apple Mail: Reopen Apple Mail and compose a new email with the account linked to the signature to check it.