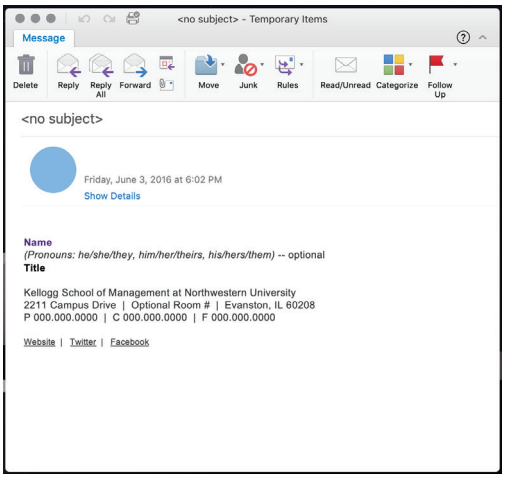
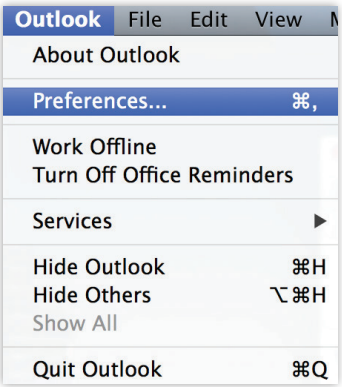
Northwestern | Kellogg

Instructions for email signature: **Mac/Outlook**

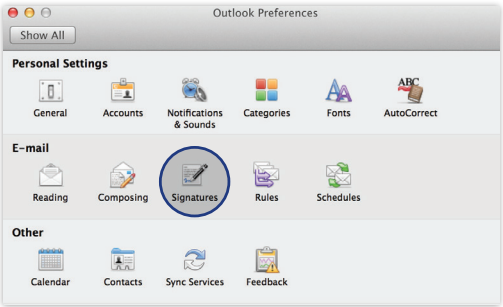
1. Download the **Message.eml** file from the Kellogg brand website.
2. Open the **Message.eml** file by double clicking.
3. A message with the new email signature will appear with a properly formatted email signature in the message body.



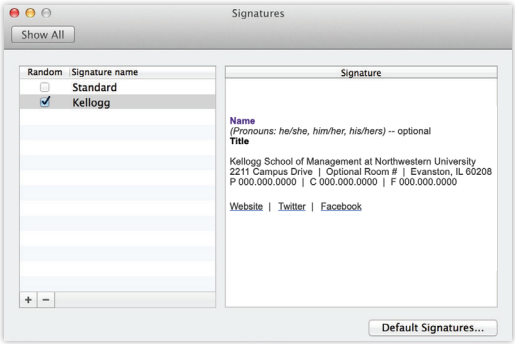
4. Copy (Command 'C') the new email signature.
5. Go to 'Outlook' in the top menu bar and select 'Preferences'



6. Click on 'Signatures'



7. Click on the '+' button to add a new signature or if you already have a Kellogg signature, click on your Kellogg signature under 'Signature name'.
8. Paste the new signature in the 'Signature' window
9. Customize your name, address, telephone and fax number.



+ Add any additional contact information you'd like, such as a mobile number or extension.
+ Only put your graduation year after your name if you are a Kellogg graduate.
+ Please do not add any additional informations such as inspirational quotes, words of wisdom, or any other personal messages.
+ The web and social media links should be active. If they're not, reformat by adding a hyperlink. To add a hyperlink, select the word you want linked, go to 'Format' in the top menu bar and select 'Hyperlink'. Enter the complete URL.
+ URLs are:

  Website: http://www.kellogg.northwestern.edu

  Twitter: https://twitter.com/KelloggSchool

  Facebook: https://www.facebook.com/KelloggSchool