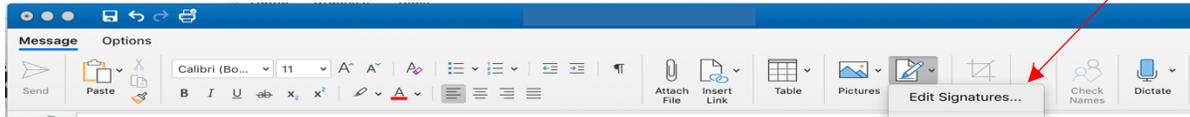


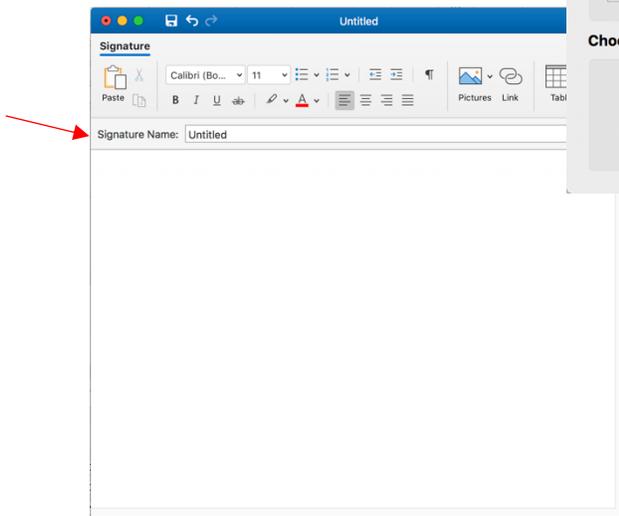
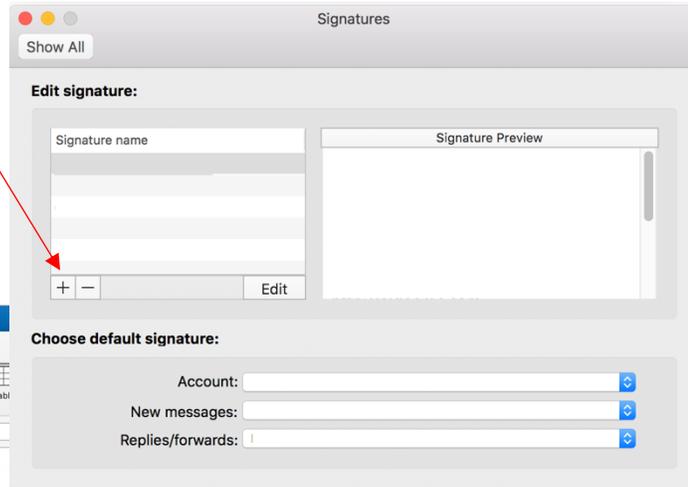
Instructions for Adding a New Signature on a Mac with Outlook

In Outlook open a new email. In the Home tool bar select Signatures → Edit Signatures



A Signatures Window will pop-up. Click on the + to add a new signature.

This will bring up a window where you can name and edit your signature.

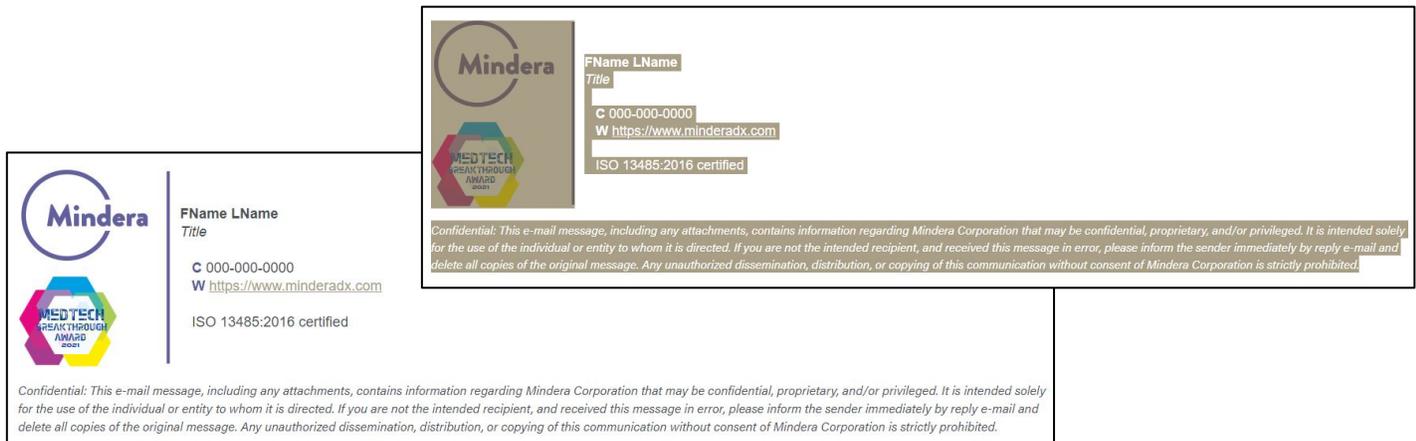


In the Pop-up type in the name you would like to assign your signature (Mindera for this example)

Go to the URL for Copying the signature you want to use

<https://www.minderadx.com/signature/>

Left click and drag to copy the entire signature, be sure to highlight the entire area including the Arena logo and the colored bar next to the signature to capture all of the elements.

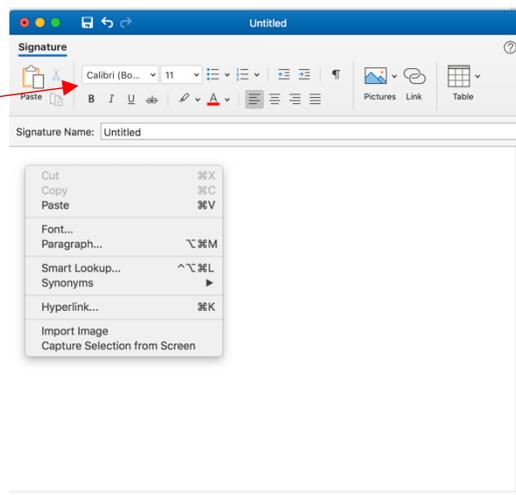


Mindera
FName LName
Title
C 000-000-0000
W <https://www.minderadx.com>
ISO 13485:2016 certified

Mindera
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W <https://www.minderadx.com>
ISO 13485:2016 certified

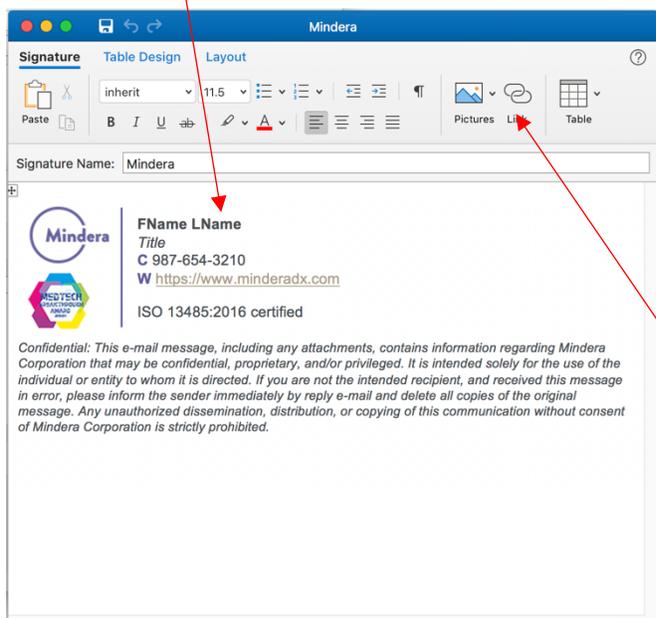
Confidential: This e-mail message, including any attachments, contains information regarding Mindera Corporation that may be confidential, proprietary, and/or privileged. It is intended solely for the use of the individual or entity to whom it is directed. If you are not the intended recipient, and received this message in error, please inform the sender immediately by reply e-mail and delete all copies of the original message. Any unauthorized dissemination, distribution, or copying of this communication without consent of Mindera Corporation is strictly prohibited.

Inside the Edit Signature box right click and paste the signature. It should paste with the correct formatting but if you see any issues with font changes you can manually adjust it here.



You can now edit the signature to personalize with your name, title, and phone number

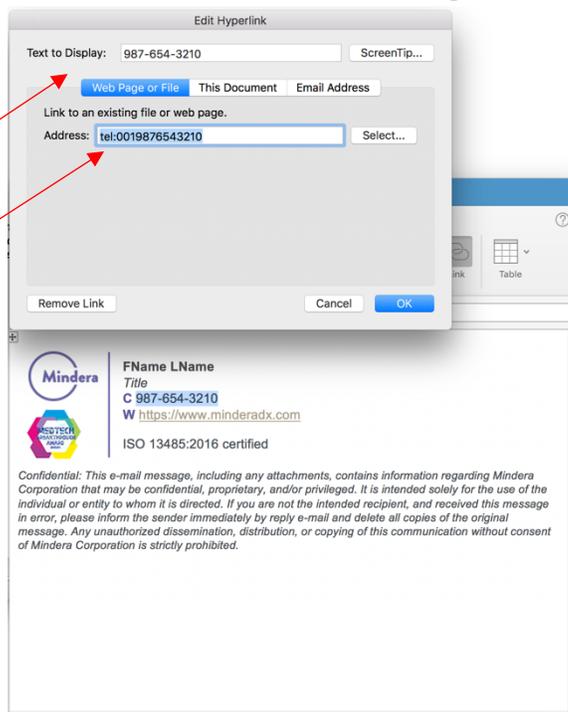
You can highlight and type over the Name and Title text.



*Since the phone number is hyperlinked for tap to call you **must** edit the hyperlink and not the text directly*

To edit the hyperlink, highlight the hyperlink you wish to change, i.e. phone number and then left click on the icon for editing the hyperlink – the globe with the chain-link on the far right.

In the pop-up for editing the hyperlink there are two places to change the phone number. At the top of the box you will see the text that is displayed. You must be sure to add the dashes between the numbers, so they are displayed in the signature. On the bottom of the box you will see the hyperlink information to edit. Here you will not include any dots or dashes. You must also leave the “tel:001” text. Click OK to finish.



When the edits are complete you will click the save icon on the blue bar at the top of the Signature Edit box and can start using your new signature.

**Please note that any replies you receive from someone using plain text instead of rich text for their email service will include the logos and purple bar as an attachment in the reply.