

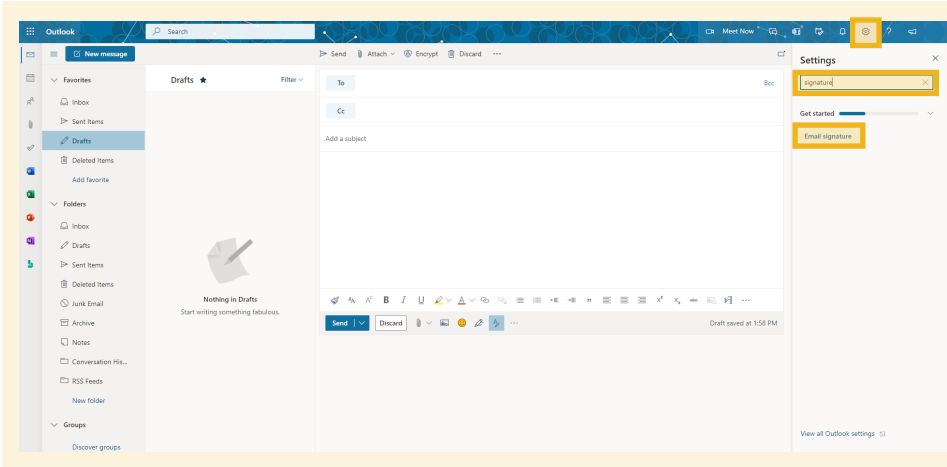


EMAIL SIGNATURE | Outlook Online

SUMMARY: For those who would like to add a signature to their Outlook email on a Windows PC or Mac, please complete the following steps.

LOCATE EMAIL SIGNATURE SETTINGS

Signatures are one of the email personalization settings available in Outlook.



STEP ONE
Click on the **Settings** icon.

STEP TWO
Type “**signature**” in the **search box**.

STEP THREE
Select the **Email signature** link option.

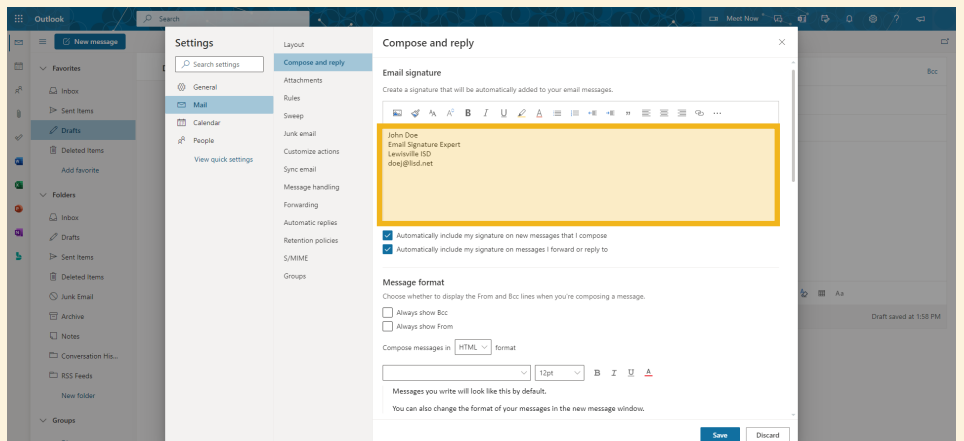
CREATE EMAIL SIGNATURE

An email signature establishes and reinforces who the sender is professionally.

STEP FOUR

Type the desired contents in the **Email signature** text box.

Please reference the guidelines provided in the Employee Handbook regarding the contents of an LISD email signature.



Settings

Search settings

General

Mail

Calendar

People

View quick settings

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Email signature

Create a signature that will be automatically added to your email messages.

John Doe
Email Signature Expert
Lewistville ISD
doej@lisd.net

Automatically include my signature on new messages that I compose

Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

Always show Bcc

Always show From

Compose messages in **HTML** format

12pt

Messages you write will look like this by default.

You can also change the format of your messages in the new message window.

Save Discard

CUSTOMIZE THE SIGNATURE

Customization options are available in the toolbar above the email signature text box.

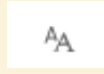
OPTIONAL STEP

Like the body of an email, the text of an email signature can be formatted while in this window. Highlight the text prior to selecting desired formats.

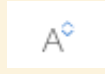
Here are some popular customization options found in the toolbar:



ADD IMAGE



FONT TYPE



FONT SIZE



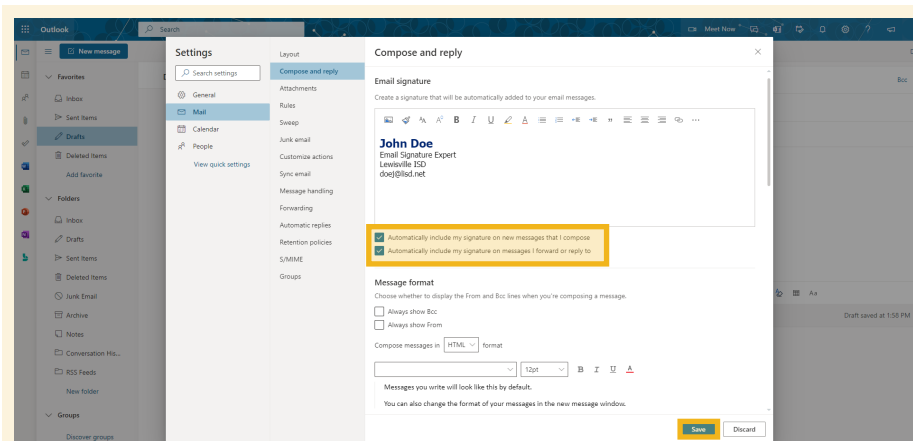
FONT COLOR



INSERT LINK

SAVE THE CHANGES

The changes made to an email signature will not apply unless they are saved.



STEP FIVE

Click on the **Save** button.

This email signature will automatically be included on any email sent by this account unless the **checkboxes** below are deselected.

REVIEW AND ENJOY

Test out the new email signature to verify it displays as desired.

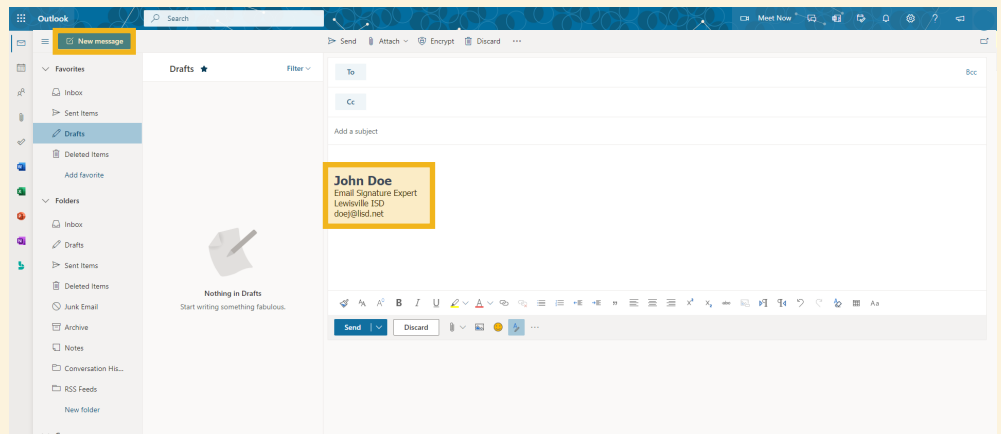
STEP SIX

Click on the **New Message** button.

The email signature should automatically be displayed.

STEP SEVEN

If you are happy with your creation, enjoy your new **Email Signature**.



OVERVIEW

1. Click on the *Settings*  icon



2. Type “*signature*” in the *search box*



3. Select the *Email signature* link option



4. Type the desired contents in the *Email signature* text box



Optional: Customize the format of the email signature



5. Click on the *Save* button



6. Click on the *New Message* button



7. Enjoy your new *email signature*