



EMAIL SIGNATURE | Outlook for Windows

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

INSERT AN EMAIL SIGNATURE

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

STEP ONE

Click on **New Email**.

STEP TWO

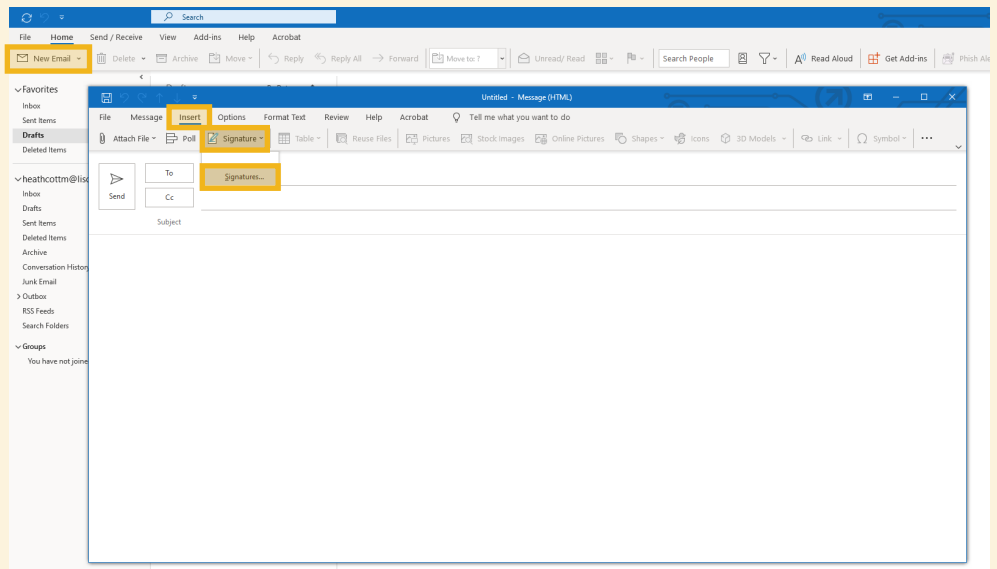
Click on the **Insert** tab in the new window.

STEP THREE

Click on **Signature**.

STEP FOUR

Select **Signatures...**



CREATE A NEW SIGNATURE

Outlook can accommodate multiple signatures for email accounts. It is advantageous to assign distinguishable titles to each signature created.

STEP FIVE

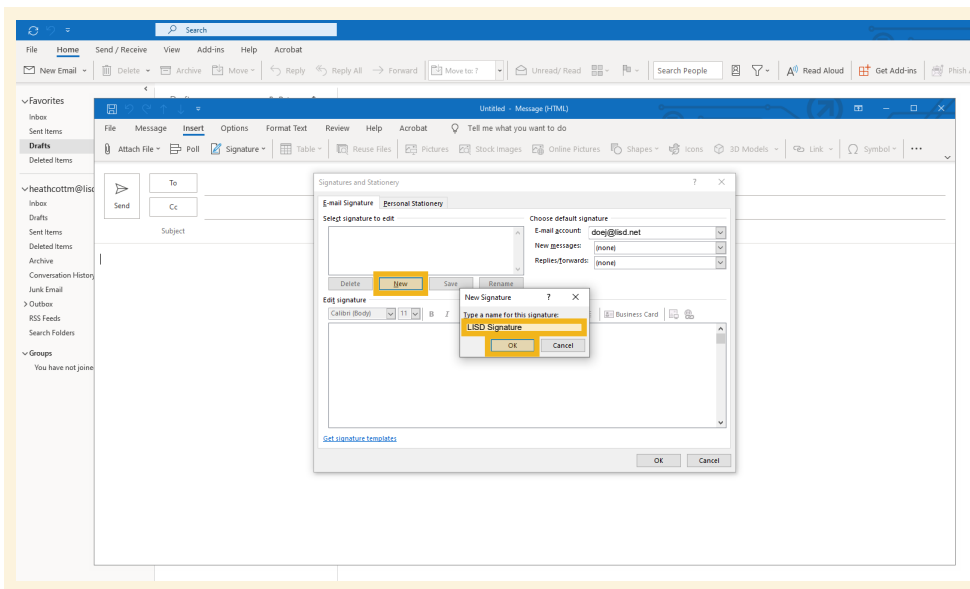
Click on the **New** button in the new window.

STEP SIX

Type a title for the signature in the **New Signature** text box. (EX: "LISD Signature")

STEP SEVEN

Click on the **OK** button.



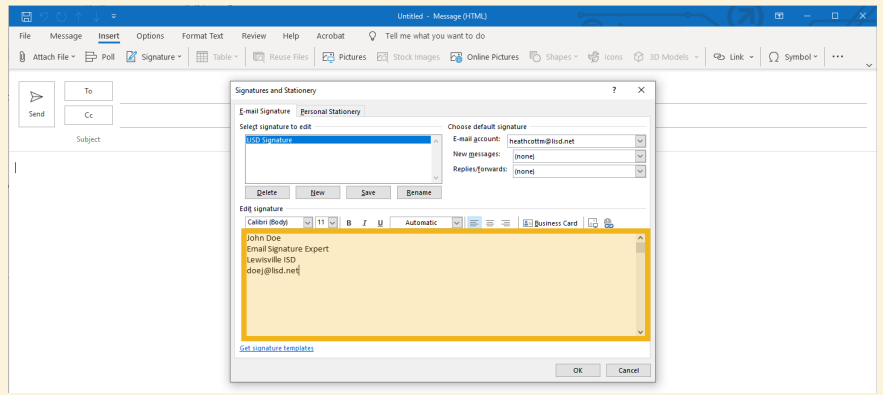
POPULATE THE SIGNATURE

The elements entered in this process will appear at the bottom of indicated emails sent from this account.

STEP EIGHT

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

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



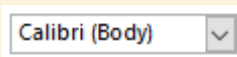
CUSTOMIZE THE SIGNATURE

Customization options are available in the toolbar above the Edit 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.

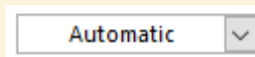
Here are some popular customization options found in the toolbar:



FONT TYPE



FONT SIZE



FONT COLOR



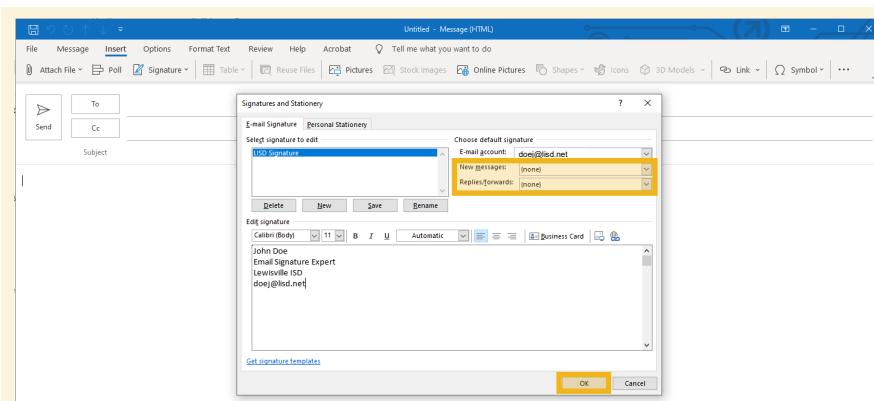
ADD IMAGE



INSERT LINK

SAVE THE CHANGES

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



STEP NINE

Select desired signature option for **New messages** and **Replies/forwards**

STEP TEN

Click on the **OK** button.

OVERVIEW

1. Click on *New Email*

2. Click on the *Insert* tab

3. Click on *Signature*

4. Select *Signatures...*

5. Click on *New*

6. Type a title in the *New Signature* text box

7. Click on *OK*

8. Type desired contents in the *Edit signature* text box

- Optional:** Customize the email signature

9. Select desired signature options for future emails

10. Click on *OK*