Email Signatures (Windows – Legacy Outlook)
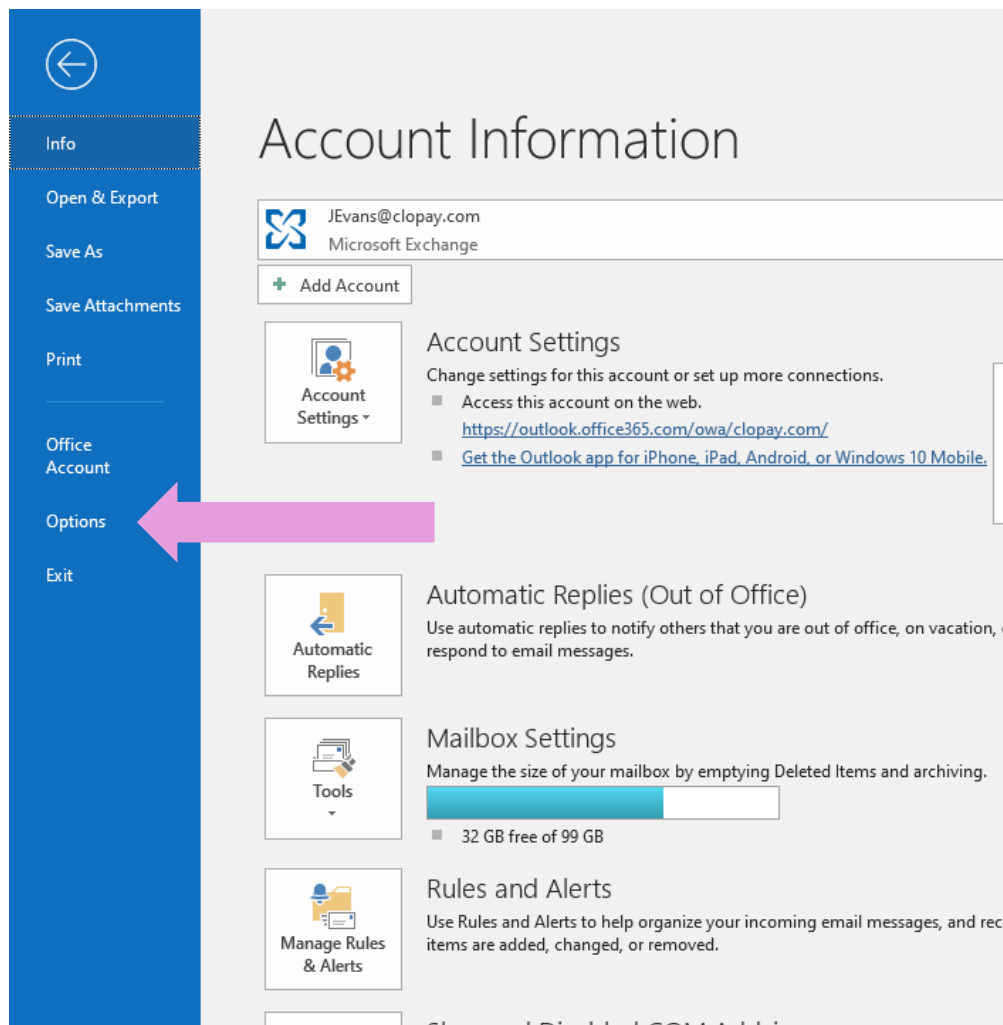## Updated 08.22.24

STEP 1: CHOOSE

Choose the signature type that most aligns with your role by going through the steps of the Email Signature Selector tool.
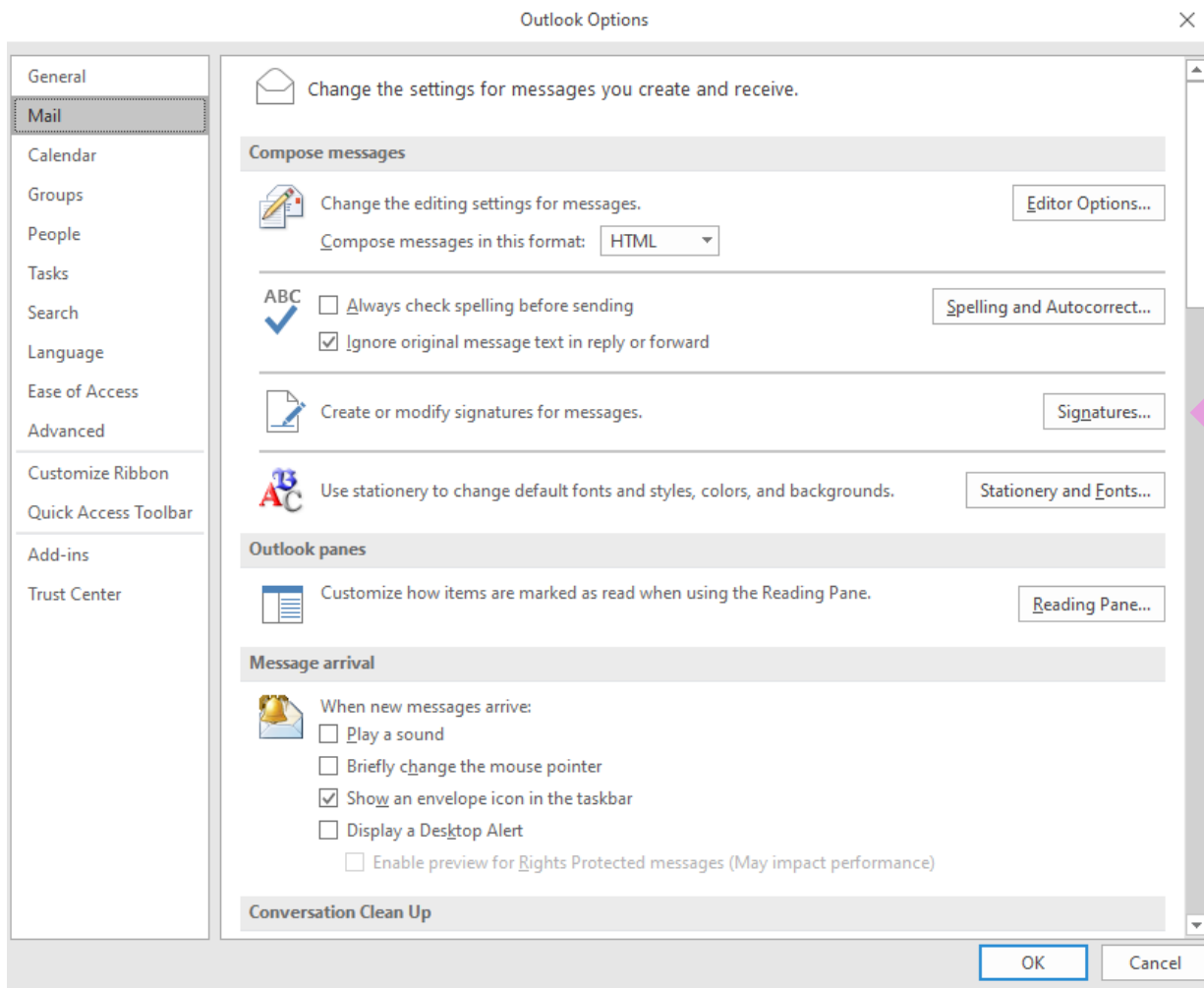
STEP 2: COPY

Select all (CNTL-A) content within the box and copy (CNTL-C).
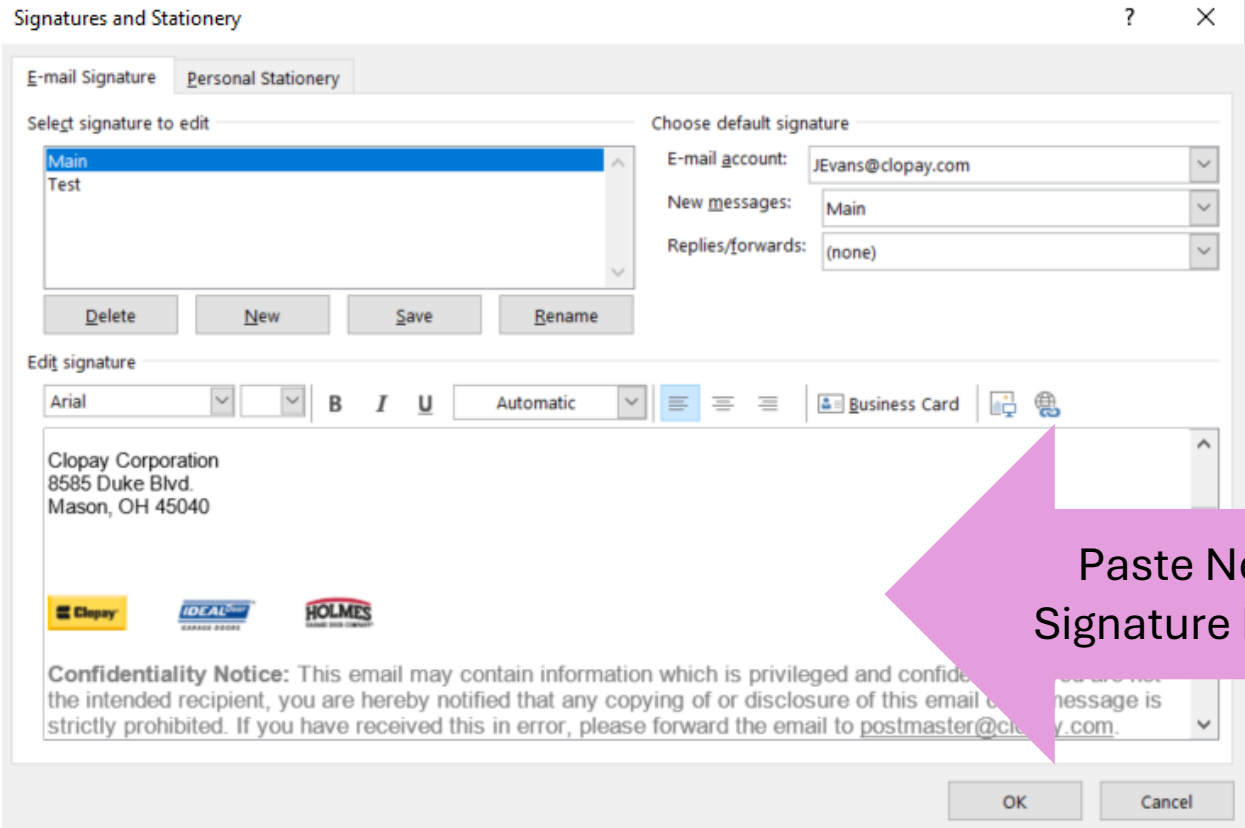
STEP 3: OPEN OUTLOOK

Open up Microsoft Outlook and go to File and select Options

Then navigate Mail> Signatures

Once in signatures, Clear anything that may be in this window. Then paste (CNTL-V) the copied content, name the signature, edit the information to be specific to you (name, title, phone, etc.) and click the Save button.

STEP: SETUP AND USE

Once you have saved, choose your named signature from the "For New Messages" pull down menu. This will make your signature the default on all new email messages your create. Close the Signatures window.

Once you create a new message your signature will automatically be in the message ready to go.