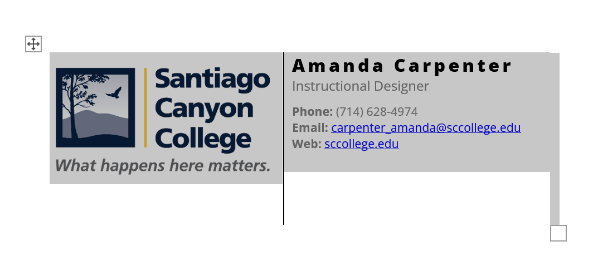
How to Set an E-mail Signature in Outlook

1. Open a blank new e-mail

A screenshot of a computer

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1. Copy the entire signature template from the document



1. Paste the signature into the body of the e-mail

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1. The images will not transfer over, you will need to copy and paste them individually. If you are using the social media icons they are pre linked

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1. Update your information in the signature, Name, Title, Phone, E-mail
2. To update your e-mail address as an active hyperlink, use the link of <mailto:youremailaddess>, ex: <mailto:carpenter_amanda@sccollege.edu>
3. Once the signature looks how you want it, copy the entire thing, then click **Signature** under the message tab, and click **Sigantures…**

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1. Click **New Signature**, then paste the signature into the box and click **Save**. You can also choose when to use your new signature, in new messages, in all replies etc.

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Templates

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| A logo for a college  Description automatically generated | **Amanda Carpenter**  Instructional Designer    **Phone:** (714) 628-4974  **Email:** [carpenter\_amanda@sccollege.edu](mailto:carpenter_amanda@sccollege.edu)  **Web:**[sccollege.edu](https://www.sccollege.edu/) |

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| A logo for a college  Description automatically generated | **Amanda Carpenter**  Instructional Designer    **Phone:** (714) 628-4974  **Email:** [carpenter\_amanda@sccollege.edu](mailto:carpenter_amanda@sccollege.edu)  **Web:**[sccollege.edu](https://www.sccollege.edu/) |