How to Set an E-mail Signature in Outlook

1. Open a blank new e-mail



1. Copy the entire signature template from the document



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



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



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…**



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.



Templates

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