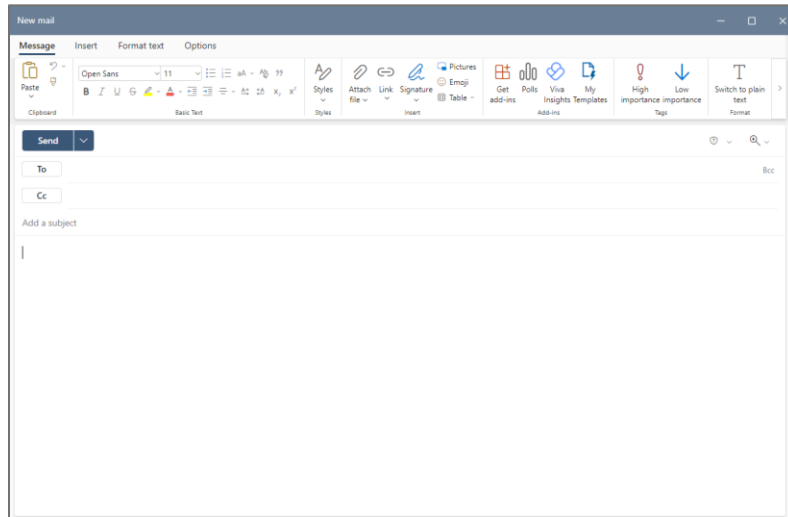
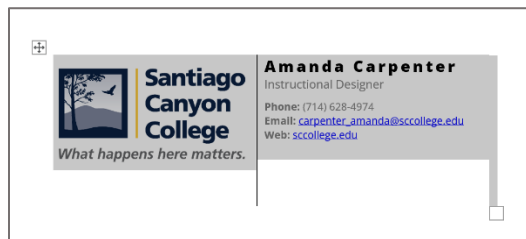


# How to Set an E-mail Signature in Outlook

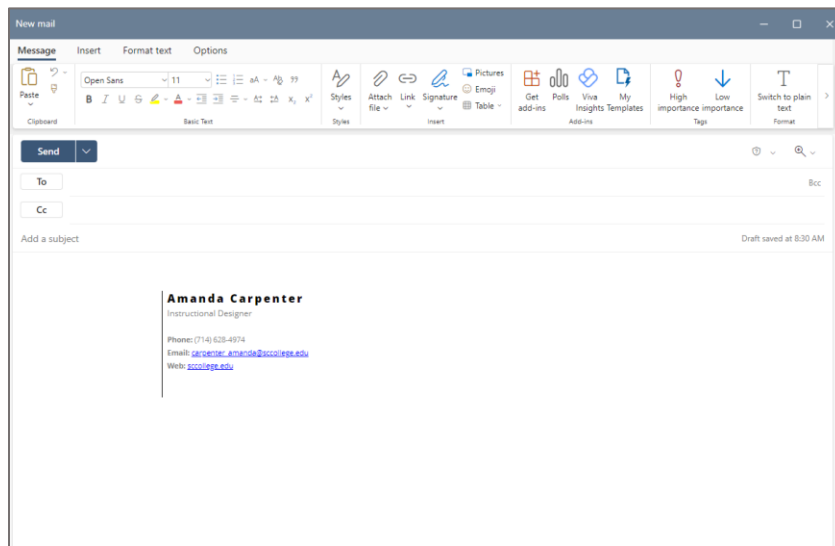
1. Open a blank new e-mail



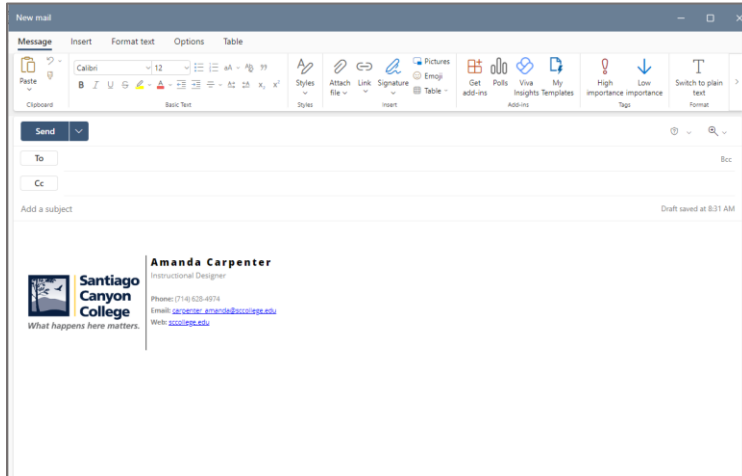
2. Copy the entire signature template from the document



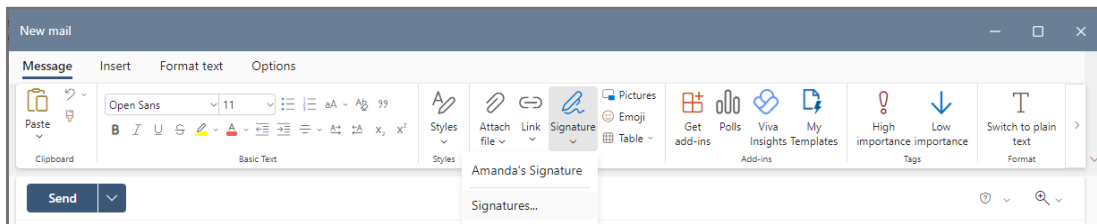
3. Paste the signature into the body of the e-mail



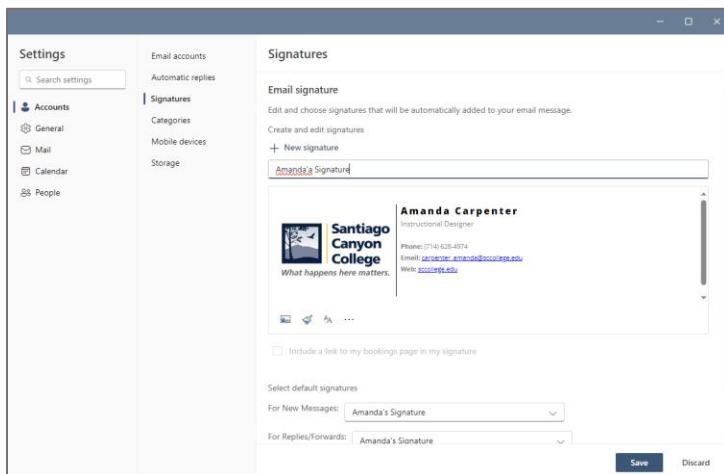
- The images will not transfer over, you will need to copy and paste them individually. If you are using the social media icons they are pre linked



- Update your information in the signature, Name, Title, Phone, E-mail
- To update your e-mail address as an active hyperlink, use the link of <mailto:youremailaddress>, ex: [mailto:carpenter\\_amanda@scccollege.edu](mailto:carpenter_amanda@scccollege.edu)
- Once the signature looks how you want it, copy the entire thing, then click **Signature** under the message tab, and click **Signatures...**



- 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



**Santiago  
Canyon  
College**

*What happens here matters.*

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