


Signature Add instructions for Windows Outlook

1. Save signature image on desktop so it can be easily found later
2. Open Outlook program
3. Click "File" in the top left side of Outlook
4. In the left side panel, click "Options"
5. The "Outlook Options" window will appear, click "Mail"
6. Click "Signatures" This should be the forth option from the top.
7. The "Signatures and Stationary" window will appear, click "New" and title your Signature
8. Under "Choose default signature" select when your signature will automatically be added to an email
 - a. E-mail account – if you have multiple email accounts connected to Outlook, select your specific email
 - b. New Messages – Only new outgoing email
 - c. Replies/forwards – All emails sent
9. Under the "Edit Signatures" find this icon  and click.
10. Browse to Desktop and select your signature image then click "Insert"
11. Click "OK" to close "Signatures and Stationary" window
12. Click "OK" to close the "Outlook Options" window

Signature Add instructions for Mac Outlook

1. Save signature image on desktop so it can be easily found later
2. Open Outlook program
3. Click "Outlook" in the top left side of Outlook
4. In the drop down, click "Preferences"
5. The "Outlook Preferences" window will appear, click "Signatures"
6. Click the "+" on the bottom left corner of the window
7. Open your signature, then copy and paste it into the signature box
8. Under "Default Signatures..." select when your signature will automatically be added to an email
 - a. E-mail account – if you have multiple email accounts connected to Outlook, select your specific email

- b. New Messages – Only new outgoing email
 - c. Replies/forwards – All emails sent
- 9. Click “OK” to close “Default Signatures...” window
- 10. Click “x” to close the “Signatures” window