# How to add or change an email signature in Office 365

Step 1 Once you have logged into your Office 365 Account (Outlook), click FILE in the top menu



Note: Multiple signatures for one email account are not supported.

#### Step 2 Select Options.

$\overline{\mathbf{e}}$	Inbox - Settles@calu.edu - Outlook	00
Info	Account Information	
Open & Export	Settles@calu.edu Microsoft Exchange	
Save as Adobe PDF	Add Account     Account and Social Network Settings	
	Account Settings * Access this account on the web.	
Print	https://outlook.office365.com/owa/calu.edu/ Connect to social networks.	
Office Account	Change	
Options	Automatic Replies (Out of Office)	
Exit	Use automatic replies to notify others that you are out of office, on vacation, or Automatic Replies	

#### **Outlook Options Screen will appear**

Outlook Options	8 3
General	General options for working with Outlook.
Calendar	User Interface options
People	Show <u>M</u> ini Toolbar on selection 🛈
Tasks	Enable Live Preview
Search	ScreenTip style: Show feature descriptions in ScreenTips
Language	Personalize your copy of Microsoft Office
Advanced	User name: Settles, Rendie
Customize Ribbon	Initials: SR
Quick Access Toolbar	Always use these values regardless of sign in to Office.
Add-Ins	Office Background: Clouds
Trust Center	Office <u>T</u> heme: White <b>v</b>
	Start up options
	Make <u>O</u> utlook the default program for E-mail, Contacts, and Calendar <u>Default Programs</u>

### Step 3 Click Mail

Outlook Options	8	23
General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
People Tasks	Change the editing settings for messages. <u>Compose messages in this format:</u> HTML	
Search Language Advanced	ABC Always check spelling before sending Spelling and Autocorrect	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	
Add-Ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>	
	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	

## **<u>Step 4</u>** Click Signature

Outlook Options		8	23
General Mail	Change the settings for messages you create and receive.		•
Calendar	Compose messages		
People Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML	Editor Options	Ш
Search Language Advanced	ABC ✓ Always check spelling before sending ✓ Ignore original message text in reply or forward	Spelling and Autocorrect	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Signatures	
Add-Ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	
	Outlook panes		
	Customize how items are marked as read when using the Reading Pane.	Reading Pane	

The Signatures and Stationery Screen will appear

Step 5	Click New	-The New Signature	Box will appear, type	vour First and La	st Name, then his <b>OK</b>
				J = = = = = = = = = = = = = = = = = = =	

•
Choose default signature E-mail <u>a</u> ccount: Settles@calu.edu
New Signature     Ime       Type a name for this signature:     Ime       OK     Cancel         Ime         Ime

Your name will appear in the **Select** signature box. *Note: If you need to make edits to your name, click the <u>R</u>ename tab* 

<u>Step 6</u> Click in the box begin typing and formatting your signature as you would like it to appear in your Outlook Email. Then click **OK**.

	rsonal Stationery				
Sele <u>c</u> t signature to edi Rendie Settles	t	Ch E	oose default sign -mail <u>a</u> ccount:	ature Settles@calu.edu	•
		F	lew <u>m</u> essages: eplies/ <u>f</u> orwards:	(none) (none)	•
Delete	<u>N</u> ew <u>S</u> ave	<u>R</u> ename			Φ
Rendie Settles California Uni Teaching and For more reso	iversity of Pennsylvar Learning Center urces check us out on	nia the web	<u> </u>  =) = =	<u>a≣ B</u> usiness Card   liù	
www.calu.edu	<u>/tlc</u>				

Note: You are able to select the font color, size and position of your signature

E-mail Signature Personal Stationery	
Sele <u>c</u> t signature to edit	Choose default signature       E-mail account:     Settles@calu.edu       New messages:     (none)       Replies/forwards:     (none)
Delete     New     Save     Re       Edit signature     II ▼     B     I     Aut       Lucida Bright     ▼     II ▼     B     I     Aut       Rendie Settles     California University of Pennsylvania     Teaching and Learning Center       For more resources check us out on the www.calu.edu/tlc     Image: California University of Pennsylvania	name tomatic tomat

*Optional:* To insert an image with your signature, click the Insert Picture Icon. It will take you to your Picture Library. Select the image, then click the Insert Tab.

Once you have completed typing and formatting your signature, click **OK**. The Outlook Options Screen will appear, click **OK**. To view your Email Signature, click the **New Email Icon**. Your signature will appear in the email text box.

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New Vew Email VIS	Delete	Reply Reply Forward R	Meeting	RENDIE	mail ✓ Delete ኝ	To Manager Done Create New	* * *	Move Rule	es OneN	Note	Assign Unread/ Policy • Read	Categoriz	Follow Up -	Search Peop	le Book ail <del>•</del>	My Account	
New Delet	te	Respond			Quick St	eps	G.	Mo	ove		Ta	ags		Find		Adobe Sen	
Drag Your Falorite Folders H	Here	All Unread							Se	earch Cu	urrent Mailbox (Ct	rl+E)			₽   c	urrent Mail	box 👻
1.Combra Contractor		! ☆  🗅  0   FROM	SUBJ	ECT							RECEIVE	D 🔻	SIZE	CATEGOR	RIES	17	_
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Subject																	
Rendie Settles California Universit Teaching and Learn For more resources www.calu.edu/tlc	ty of Peni ning Cent check us	nsylvania er out on the web															

I hope the above instructions provided to you were helpful. For additional Office 365 Outlook training, please contact the Teaching and Learning Center at 724-938-4168 or email <u>tlc@calu.edu</u>.