
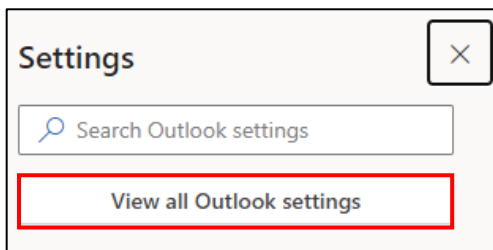


Setting your Email Signature in Microsoft Outlook

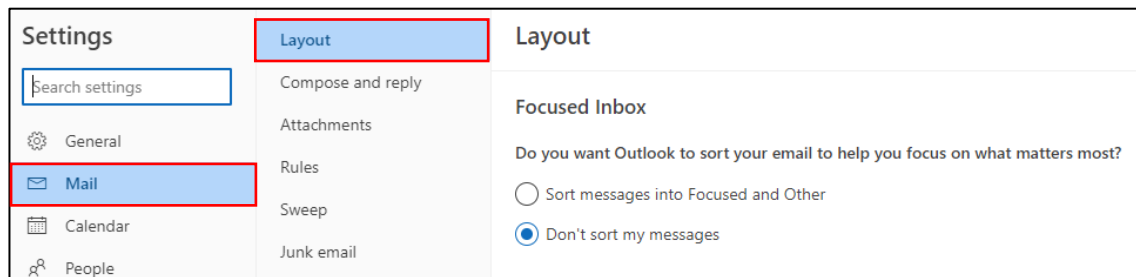
- [Outlook Browser Instructions](#)
- [Outlook Desktop Instructions](#)

Outlook Browser Version

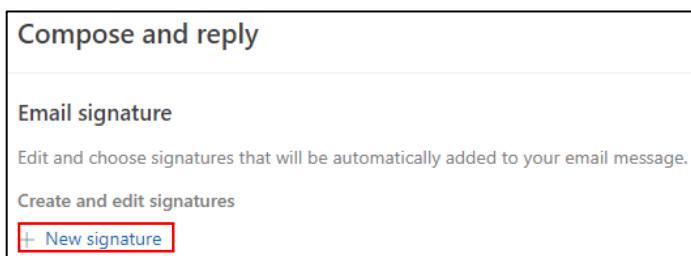
1. In your preferred browser, go to office.siu.edu. (If prompted, sign in with your SIU email address and password).
2. In the top-right corner of the window, click the **Settings**  cog wheel.
3. Click **View all Outlook Settings** from the menu bar that appears.



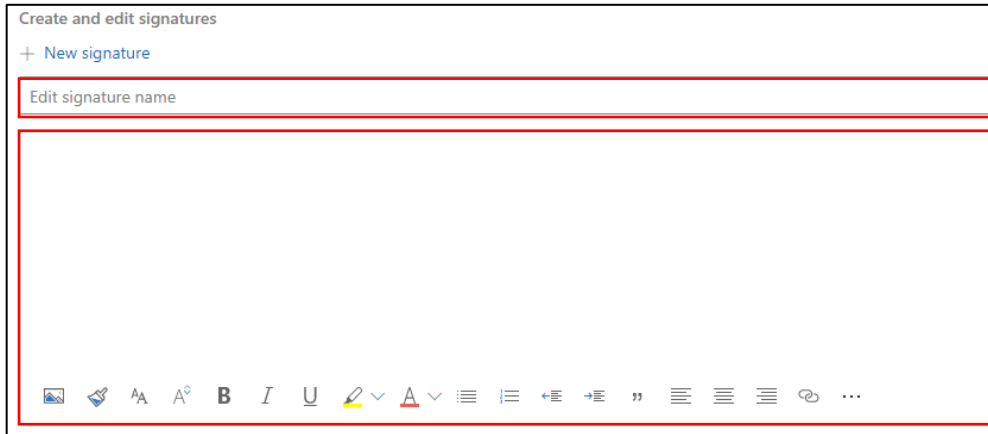
4. By default, **Mail** should be selected in the window that appears. If it is not, click on Mail. Then, click on **Compose and Reply**.



5. Click **New Signature**.



6. **Enter or paste your email signature** information in the blank box that appears. It is also recommended that you name this signature (ex: "SIU official") to distinguish between other email signatures that you may have or create later.

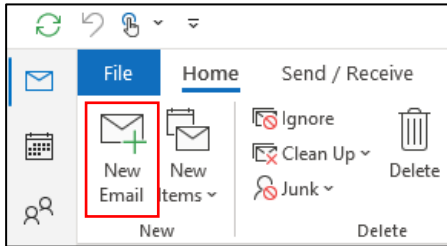


7. Select one or both of the **Default Signature** options you would prefer:
 - a. **For New Messages:** automatically includes your email signature on all new emails that you send from your Microsoft account.
 - b. **For Replies/Forwards:** automatically includes your email signature on all replies or emails that you forward from your Microsoft account.
8. Click the Save button in the bottom right corner of your screen. Your email signature has been successfully created and saved!

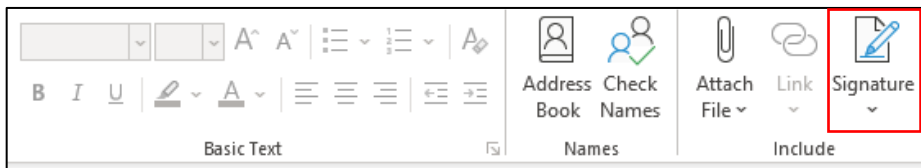


Outlook Desktop Version

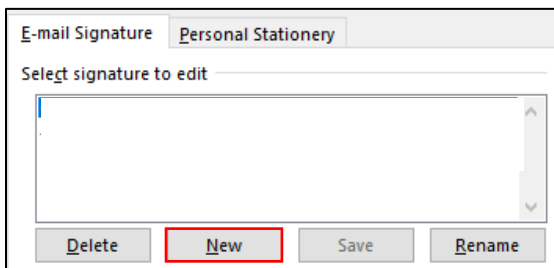
1. In the top left corner of your screen, click the **New Email** option.



2. On the top menu bar in your email message, click on **Signature**.



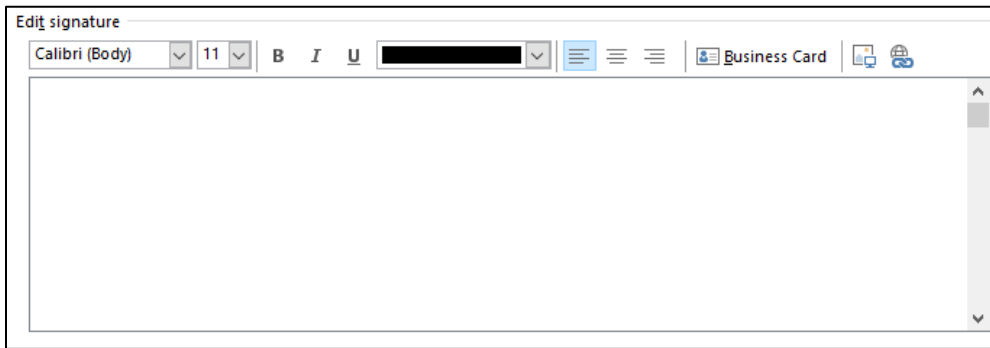
3. Click the **New** button.



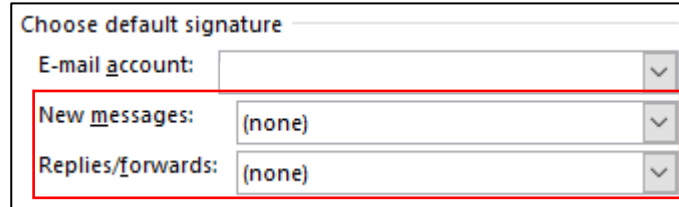
4. Enter a name for your email signature (ex: "SIU Official"). Click **OK**.



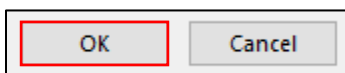
5. **Enter or paste your email signature** information in the blank box that appears. It is also recommended that you name this signature (ex: "SIU official") to distinguish between other email signatures that you may have or create later.



6. In the top right corner of the **Signatures and Stationary** window, select which types of emails you would like your email signature to be applied to.
 - a. **For New Messages:** automatically includes your email signature on all new emails that you send from your Microsoft account.
 - b. **For Replies/Forwards:** automatically includes your email signature on all replies or emails that you forward from your Microsoft account.



7. Click **OK**. Your email signature has been successfully created and saved!



[\(Return to top of document ↑\)](#)