

# 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**

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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**.

Settings	Layout	Layout		
Search settings	Compose and reply	Focused Inbox		
🖏 General	Attachments	Do you want Outlook to sort your email to help you focus on what matters most?		
🖾 Mail	Rules Sweep	<ul> <li>Sort messages into Focused and Other</li> <li>Don't sort my messages</li> </ul>		
🛗 Calendar				
g <sup>Q</sup> People	Junk email			

5. Click New Signature.

Compose and reply			
Email signature			
Edit and choose signatures that will be automatically added to your email message.			
Create and edit signatures			
Create and edit signatures + New signature			

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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.

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New signature
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- 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!

Save	Discard
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## **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.

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В	$I \ \sqcup \   \underline{\mathscr{A}} \cdot \underline{A} \cdot   \equiv \equiv \equiv   \overline{\textcircled{a}} = \overline{\textcircled{a}}  $	÷Ξ	Address Check Book Names	Attach Link File∽ ∽	Signature ~
Basic Text			Names	Includ	e

## 3. Click the **New** button.

<u>E</u> -mail Signature	Personal Stat	ionery	
Sele <u>c</u> t signature to	edit		
			<b>^</b>
Delete	New	Save	Dename
Delete	<u>IN</u> EW	Save	Kename

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.

Edi <u>t</u> signature				
Calibri (Body) 🗸 11 🗸	BI	U	📕 🔤 🚍 🔚 👪 <u>B</u> usiness Card	
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- 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.

Choose default signature				
E-mail	<u>a</u> ccount:		~	
New <u>m</u>	<u>i</u> essages:	(none)	~	
Replies/ <u>f</u> orwards:	(none)	~		

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

