

Creating a Signature in Outlook (Desktop app)

Creating an Outlook email signature is simple and an important tool showing the legitimacy, professionalism, Branding, and points of contact for the University.

Step 1: Open the Signature Creator webpage.

<https://semo.edu/university-marketing/resources/signature.html>



Step 2: Fill out all the fields

Fill out all the applicable fields to create the full signature.

Complete the form then select and copy the formatted signature. It will be placed in your clipboard and can be pasted into your email client.

Name

Title

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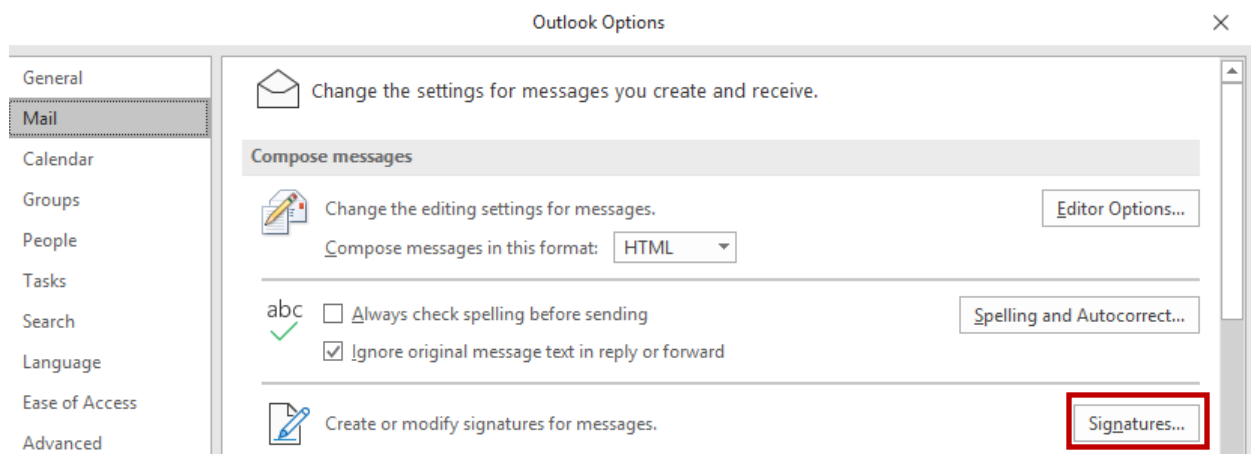
Step 3: Copy Signature into Outlook.

Copy the created signature from the creator into Outlook.



Step 4: Open Outlook

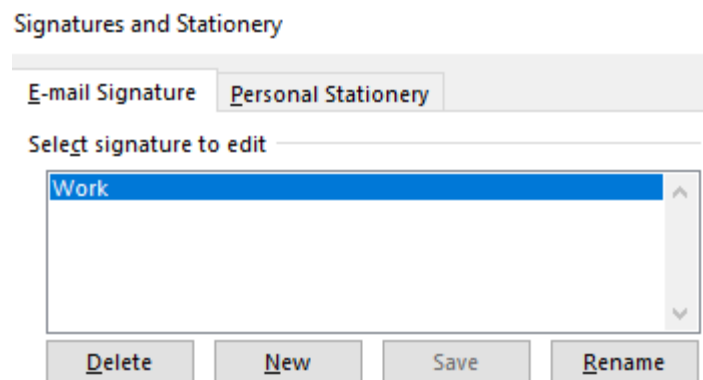
Open Outlook and click on File and select Options. From here select Mail and then Signatures.



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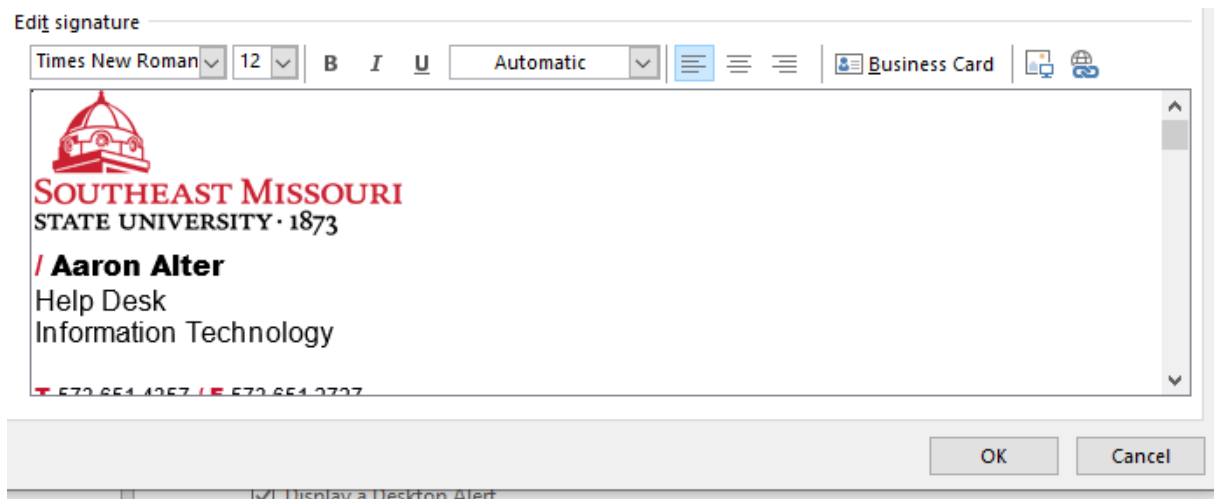
Step 5: Create a new name for your signature.

Select New and then create a name for the signature.



Step 6: Paste the created email signature.

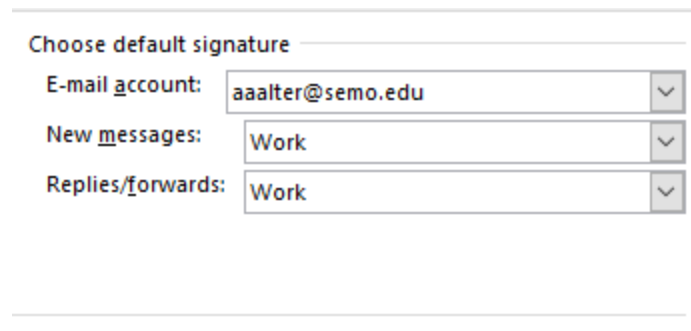
Paste what was created in the signature creator with the graphic.



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Step 7: Select default signature.

Select the default signature when creating new email or replying and hit ok from the bottom to save the settings.

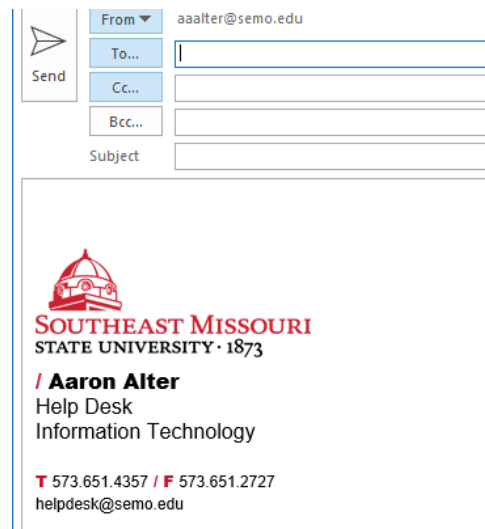


Choose default signature

E-mail account:	aaalter@semo.edu	▼
New messages:	Work	▼
Replies/forwards:	Work	▼

Step 8: You have now created your email signature in Outlook.

You can now create new emails or reply/forward with the signature.



Send


From ▼ aalter@semo.edu

To... |

Cc... |

Bcc... |

Subject |


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