Creating an Email Signature

In Outlook 2016 on a Windows, machine:

- 1. Open a new Email
- 2. On the top of your new Email will be an icon with the title Signature. Click on the signature icon and choose signature this screen will come up. Click on New, and in the new signature box type a name for your new signature.

Signatures and Sta	tionery			? X		
<u>E</u> -mail Signature	Personal Stationery					
Sele <u>c</u> t signature t	o edit	Choose default sig	nature			
	^	E-mail <u>a</u> ccount:	neal_canning@sd42.ca	\sim		
		New <u>m</u> essages:	(none)	\sim		
	~	Replies/ <u>f</u> orwards:	(none)	\sim		
Delete	<u>N</u> ew Save Rename					
Edi <u>t</u> signature						
Calibri (Body)	V 11 V B I U Automatic		🔠 Business Card	2		
				^		
					New Signature	? ×
					Type a name for this sign	ature:
				~		
			OK	Cancel	ОК	Cancel

3. The following example used the name default

Signatures and Stationery	? ×
E-mail Signature Personal Stationery	
Sele <u>c</u> t signature to edit	Choose default signature
Default	E-mail account: neal_canning@sd42.ca
	New <u>m</u> essages: (none)
	Replies/forwards: (none)
Delete New Save Rename	
Calibri (Body) v 11 v B I U Automatic	V = = A Business Card
	OK Cancel

With the default signature is highlighted click in the box below and enter your signature. You can create multiple signatures.

Note: Do not forget to save your signature once you have entered your signature information.

Signatures and Sta	tionery					?	×
<u>E</u> -mail Signature	Personal Stationery						
Sele <u>c</u> t signature to	o edit			Choose default sign	nature		
Default			^	E-mail <u>a</u> ccount:	neal_canning@sd42.ca		\sim
uerault 2				New <u>m</u> essages:	Default		\sim
			~	Replies/ <u>f</u> orwards:	(none)		\sim
<u>D</u> elete Edit signature	<u>N</u> ew	Save	<u>R</u> ename				
Calibri (Body)	∨ 11 ∨ B	I U	Automatic	▼ ≡ = =	Business Card	e	
Your Name o Maple Ridge 1 604-463-420 22225 Brown	r Your Name and J – Pitt Meadows So 00 Avenue	ob Title :hool Distric	t No. 42				^
Maple Ridge,	BC V2X 8N6						
							*
					ОК	Ca	ncel

4. Now that you have created your signature or signatures when you open a new Email and click on the Signature button, you will see your new signature or signatures. You select the signature by clicking on it and the chosen.

🔒 🛧 🧭 🕆 🔍 Untitled - Message (HTML)										
File Message	Message Insert Options Format Text Review ADOBE PDF Q Tell me what y									
Paste Cipboard	Calibri B I U	• 12 • A A IIII • A A IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	• ¹ 3 → & = • = • = •	Address Check Book Names Names	Attach Attach File - Item - Includ	Signature Default				
To_x default 2 Send Subject										
Your Name or You Maple Ridge – Pitt 1 604-463-4200 22225 Brown Aver Maple Ridge, BC V	Name and Po Meadows So nue 2X 8N6	osition hool District No. 42								

Your signature will show up at the base of your new outgoing Emails.

Note: When you have multiple signatures, the first signature in your list will become your default.

Create Signature in Outlook Webmail

Open you Webmail and click on the settings button on the top right corner.

		צ=		×	[Web	Help Des	ik - M 🗡	N	leal Canning	- Outlook	×	+			-		×
(+)	D 🔒 https;	//outlook.s	d42.ca/owa/	?bO=1#path	=/mail	C	Q. Searc	h		Θ	☆	Ê	◙	+	Â	۹	≡
😔 Support	Dell Canada	🗯 Apple GS	X Login 42 ht	ttp://www.sd42	2.ca/h 🕻	Most Vi	isited μ SC	042 I	IT FAQ - FAQs	fr 🛞	Gettin	g Starte	ed				»
							Mai		Calendar	Peop	le T	asks	1	кі I.	~		٥
۶	Search ma	ail and pec	ple														ſ
	INBOX		CONVERSAT	IONS BY DAT	E 🔻												_
	All Unre	ead To	me Flagg	jed													
<																	>





Enter your signature information. Click on the automatically include my signature box to have your signature added to all Emails. Click the save button and your signature will now be at the base of your outgoing emails.