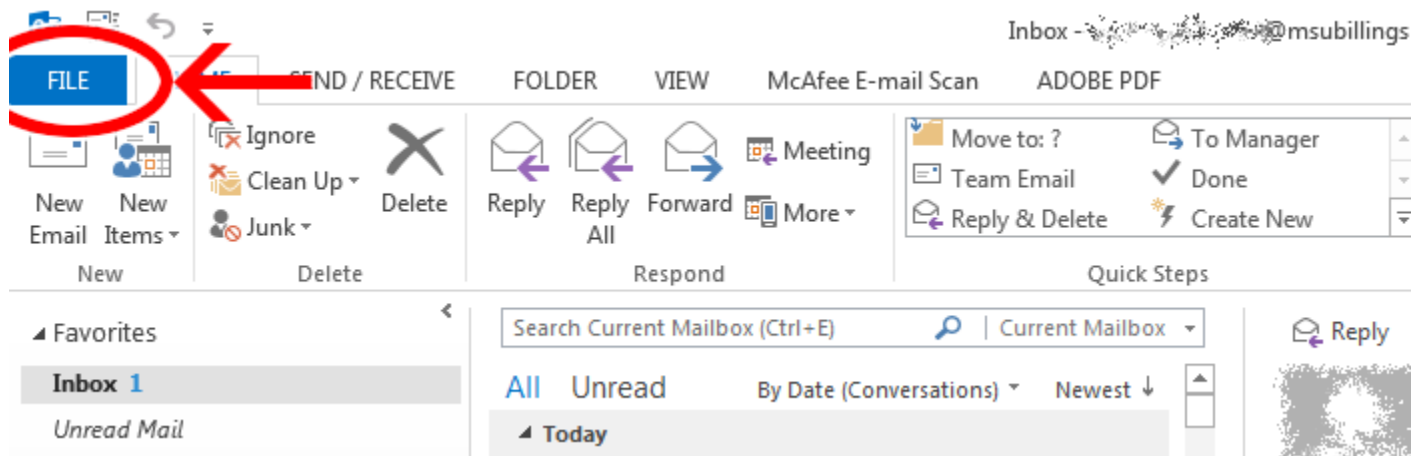
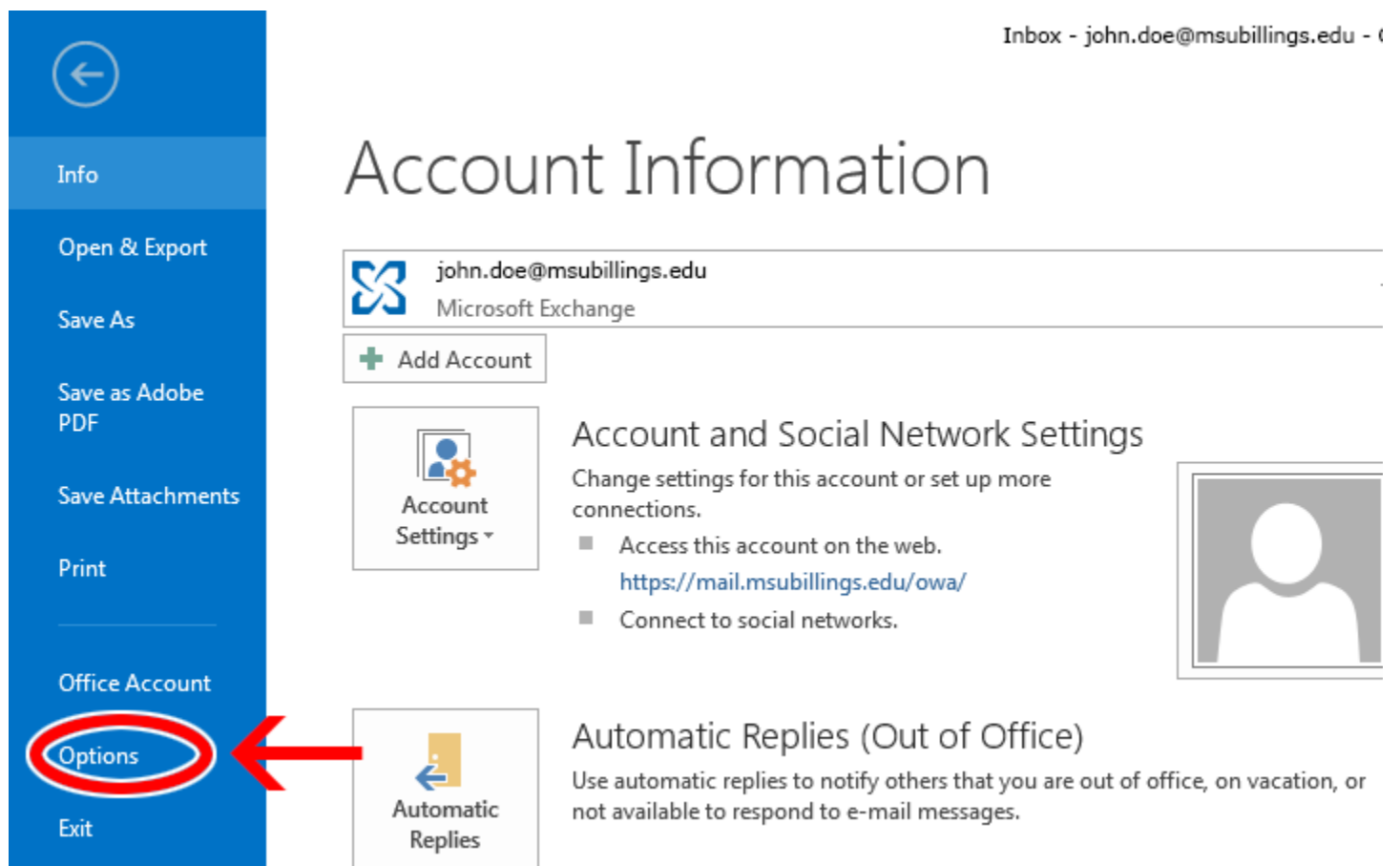


# Setting up an email signature in Outlook

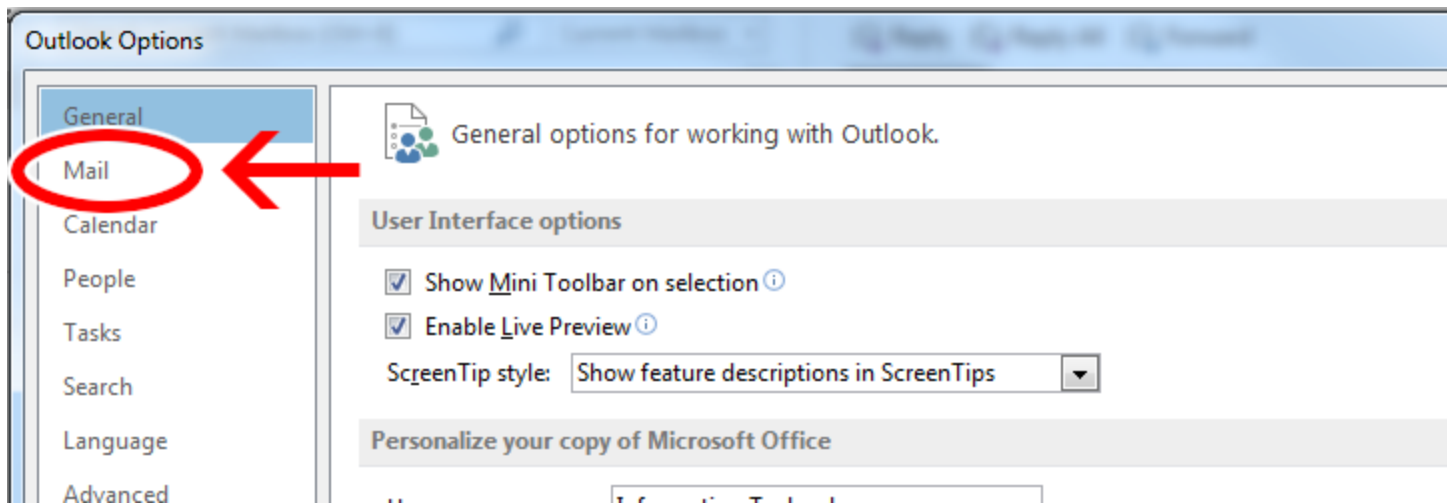
1. Download the signature file, and open it in Microsoft Word.
2. Select the signature you want to use – main campus, City College campus, or a combination of the two.
3. Edit the signature to contain your information – name, title, office location, phone number, etc.
4. Select the signature information, and copy it (ctrl-C).
5. Switch to Outlook.
6. Click on “File” in the upper-left.



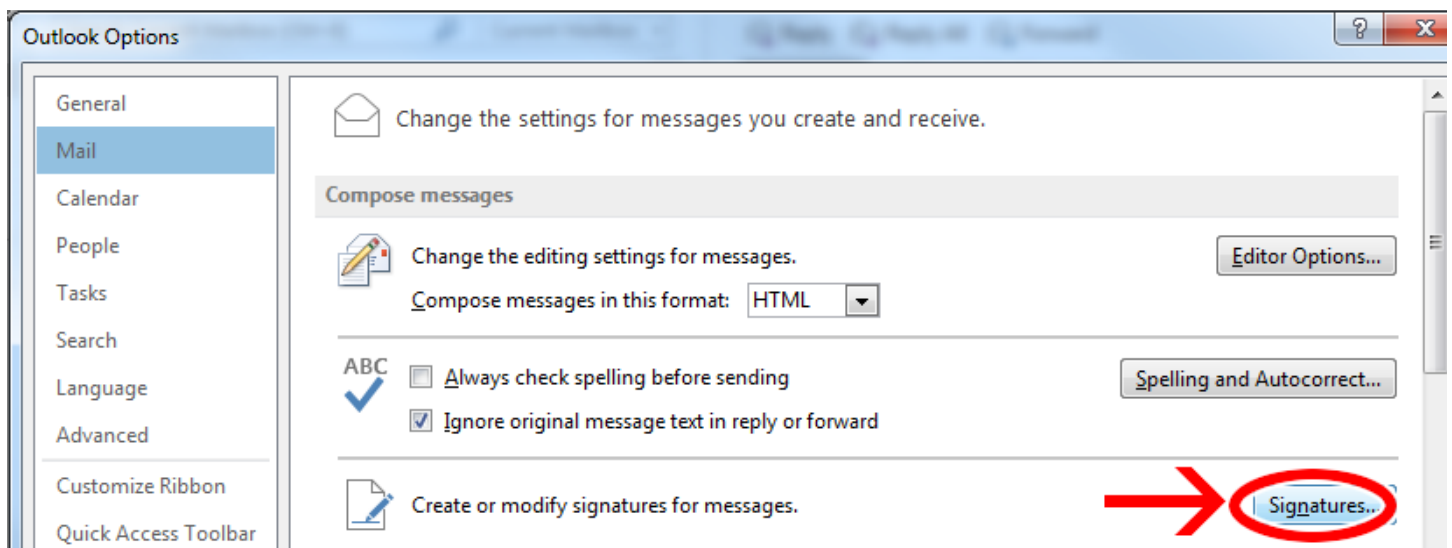
7. The “Info” tab should appear. Click on “Options” in the lower left.



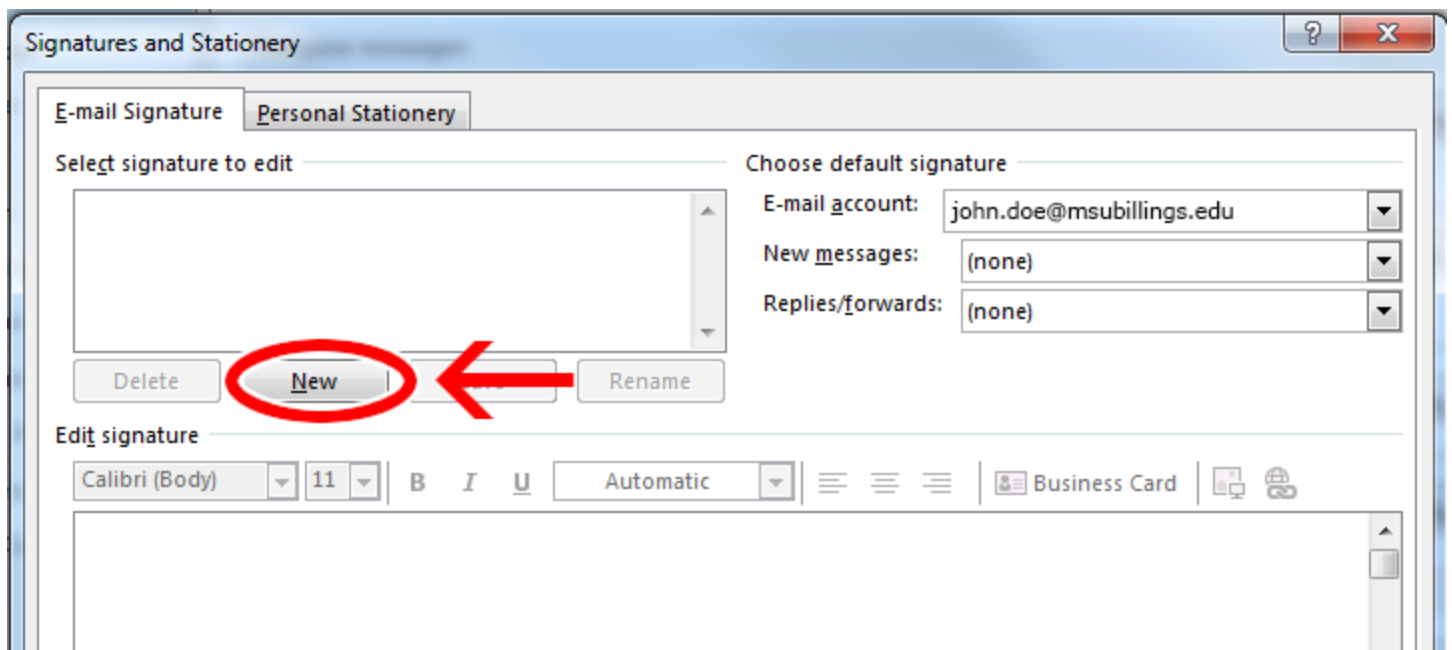
8. In the "Options" window, click on "Mail."



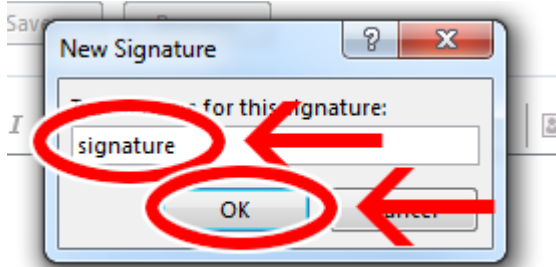
9. In the "Mail" tab, click on "Signatures."



10. In the "Signatures and Stationery" window, click on "New".



11. Name the signature. (I like the name "signature," but choose whatever you like.) Then click "OK".



12. Make sure your new signature is selected in the list on the upper left, and then click in the "Edit signature" box; paste (ctrl-v) your signature in the box. Then click "OK", and you're ready to go.

