

Email Signatures and Directions

Below are three new email signature options that can be edited to include your information.

Directions for adding a new email signature to outlook:

1. Open a new email message
2. On the **message** menu, select **Signature>Signatures**
3. Under **Select signature to edit**, choose **new** and in the **New Signature** dialog box, type a name for the signature
4. Under **Edit signature**, compose your signature and make it your **default** signature (you can copy and paste the auto signatures provided on this document and update them to reflect your information)
5. Click the OK button to save your signature. It should appear in the next new message you open ☺

Miriam Stulin | Marketing and Communication Specialist

She/Her/Hers

Olin College of Engineering

Olin Way | Needham, MA 02492

Tel: 781-292-2253 | Olin.edu



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