PLEASE USE PAGE 1 TO INSTALL ON OUTLOOK DESKTOP APPLICATION OR USE PAGE 2 TO INSTALL ON OUTLOOK WEB ACCESS

INSTRUCTIONS TO INSTALL ANNIVERSARY EMAIL SIGNATURE ON OUTLOOK 365 DESKTOP ACCESS

1. Edit the below email signature with your correct contact information (name, title, phone numbers).
2. Open Outlook on your desktop and open a new email message.
3. On the **Message** tab, in the **Include** group, choose **Signatures > Signatures…**
4. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type *Anniversary Signature* as the name.
5. Under Choose default signature, set the following options for your signature:
    - In the **E-mail account** list, choose an email account to associate with the signature. You can have different signatures for each email account.
    - In the **New messages** list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of (none).
    - In the **Replies/forwards** list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of (none).
6. Under **Edit Signature**, copy and paste the Anniversary signature at the bottom of this document. **Don't worry if you do not see the image in the dialog box – it is still there.** Choose **OK** and exit out of the signature dialog box.
7. Then choose **OK**.
8. Once you create your signature, Outlook doesn't add it to the message you opened in Step 2, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message.

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INSTRUCTIONS TO INSTALL ANNIVERSARY EMAIL SIGNATURE FOR OUTLOOK 365 WEB ACCESS

1. Open **http://bit.ly/mcwe15signature**
2. Click and drag to **select the entire signature**, or use CTRL+A (CMD+A for Mac)
3. Right-click and **copy**, or use CTRL+C (CMD+C for Mac)
4. **Log in** to your Texas State University email through Microsoft 365 Online Web Access (OWA) here: https://outlook.office.com/owa/
5. In the top right corner, click the gear icon to open settings.
6. Under the heading "Your app settings" click on Mail
7. On the left sidebar, **click** on Mail > Layout > Email signature
8. Right-click in the box and **paste**, or use CTRL+V (CMD+V for Mac)
9. **Edit** the signature to include your name, title, and phone numbers.
10. **Optional**: Check boxes above the signature allow you to automatically include your signature on new messages, and/or messages you forward/reply to.
11. Click **Save**.
12. To insert your signature in new messages, **click** the three dots at the top of the compose window, then click **Insert Signature**.