

Office 2016 Outlook for Mac OR Windows

1. Revise the email signature text below to include all your relevant information and remove any irrelevant information.
2. Highlight the text and logo and copy it (right click and copy, OR control + C on Windows, or command + C on mac)
3. Open Outlook 2016 for Mac OR Outlook 2016 for Windows
4. Click "New Email"
5. Click the signature icon in the email menu, and click "Edit Signatures"
6. Add a new signature. Delete existing signature, if applicable.
7. Add your new signature by pasting in the information you previously copied and click 'OK'
8. Close the new email.
9. Open a new email and your new signature should be present

*Faculty/Staff with appointment links are welcome to add information below their signature in the same style.

Link may be customized to unit

Jane Doe

Title

Statewide Campuses | Brigham City

O: 435-000-0000 | C: 435-000-0000

Utah State University

*Schedule an appointment [here](#).