**How to set an EU-branded Outlook email signature**

* From Outlook, select ‘File’ in the upper left of the screen
* Select ‘Options’ from the blue left-hand menu
* Select ‘Mail’ (second from top option) on left-hand menu
* Find the ’Create or modify signatures for message’ topic with the pencil and click the ‘Signatures’ button (third button from the top)
* To **modify an existing signature**, select if from the box in the upper left, copy and paste the signature example below and substitute your contact information
	+ Click the ‘OK’ button in the lower right
* To **create a new signature**, click the button that says ‘New’ under the box in the upper left
	+ Create a name for your signature, click the ‘OK’ button, and then copy and paste the signature example below and update with your contact information
	+ Click the ‘OK’ button in the lower right
* Make sure to create two signatures, one for new emails and one for reply emails (this is also how you can title your signatures – ‘new’ and ‘reply’)
* Confirm that the new email signature is selected under the ‘New Messages:’ drop down in the ‘Choose default signature’ area in the upper right, and that your reply email signature is selected under the ‘Replies/forwards:’ drop down

**Example ‘New message’ signature:**

**First and Last name here**

Title

Department



417.865.2815, ext. ####

youremail@evangel.edu
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**Example ‘Replies/forwards:’ signature:**

**First and Last name**

Title

Department

**Example AGTS ‘New message’ signature:**

**First and Last Name here**

Title

Department



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