How to set an EU-branded Outlook email signature

Step 1: Determine if you would like an email signature WITH or WITHOUT a headshot photo

Step 2: Complete the brief request form at **evangel.edu/emailsignature**. Marketing will create your personalized email signature graphic using the information you provide and email the graphic to you.

Step 3: Once you receive your email signature graphic from Marketing, follow the steps below to insert your new customized graphic as your 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 the signature you would like to update from the box in the upper left and delete the existing content that appears in the viewing pane.

  To insert your new customized signature, click the small square button in the tool bar above the viewing pane that is in the second from right position (next to the image of the globe). The button looks like a photo with a small computer monitor next to it. This will allow you to insert the email graphic image. Locate the file from the location it is saved in on your computer and select the "Insert" button.

  Your new email signature graphic should now appear in the viewing pane. Then select the "OK" button in the lower right corner of the window to save the signature.
- 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 follow the directions above to insert the email graphic image into the signature viewing pane.
- Make sure you have two signatures, one for new emails and one for reply emails (this is also how you can title your signatures – 'new' and 'reply'). See below for a "reply" email signature template that you can copy and paste.
- Confirm that the "new" email signature is selected under the 'New Messages:' drop down menu in the 'Choose default signature' area in the upper right, and that your reply email signature is selected under the 'Replies/forwards:' drop down menu.
- Exit the email signature window

Signature graphic for email replies (copy & paste below info)

First and Last name
Title
Department

Font for email body

Book Antiqua – 12 pt. **or** Century Gothic – 11 pt.