PURPOSE: The purpose of this procedure is to demonstrate how add a Signature to your email in outlook.

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure with Office 2013, but similar steps can be taken with Windows XP and Vista and Office 2010.

PROCESS STEP	REFERENCE IMAGE
STEP 1: After logging into your system, open Outlook Desktop.	
STEP 2: Create a new message	FILE HOME SE FILE HOME SE Clean New New Email Items * New D A Favorites
STEP 3: Click on Signatures	Image: Construction of the second

Step 4: Select	E-mail Signature Personal Stationery
NEW	Select signature to edit Choose default signa
	E-mail account:
	New messages:
	Replies/forwards:
	Tolata Naw Sava Daname
Step 5: Name the	
Signature and	Salis New Signature 2 23
click OK	
	Type a name for this signature:
	OK Cancel
Step C. Click on	
Step 6: Click on	Mail Ca
the SIARI Button	Iviali Ca
Stop 7: Coloct	
Step 7: Select	Music
Computer	
	Computer
	Control Paris
	Devices and Printers
Step 8: Select	A Network Location (6)
the SHARED	 Network Location (6)
drive	Shared Data (\\STMSRV02) (G:)
	1.23 TB f Space free: 1.23 TB
	PUBLIC of Total size: 1.90 TB

Step 9: : Select the FORMS folder Step 10: : OPEN the signature template file	ARCHIVE FORMS Type: File folder Date modified: 2/3/2014 12 Form 101 KP Reimbursement Form Signature_template
	Type: Microsoft Word Docum Size: 33.5 KB
Step 11: Select all the information in the file.	First, Name Last, Name, Title St. Thomas More Catholic School 20 Carnichael Street Chapel HIL NC 2714 919-929-1546 Your_email@st-thomasmore.org
	Tolebrating El Norme of Fotbolic Education "Afficience" - "Afficience" - B T U U - L -
Step 12: COPY the information	FILE HOME INSERT Di Image: Compy Paste Image: Compy B Image: Lege Paste Image: Format Painter Image: Compy B Image: Lege Clipboard Image: Compy Image:
Step 13: Go back to the OUTLOOK signature box.	Callen iBody) 💽 11 💌 B J U Automatic 💌 🖾 🗇 🦉 🕞 🕞

Step 14: : Paste the information from the WORD file using the CTRL + V buttons Update the information to include your name and email in the signature!	Mike Throm, Title St. Thomas More Catholic School 920 Carmichael Street Chapel Hill, NC 27514 919-929-1546 Your_email@st-thomasmore.org Selebrating 50 Years of Catholic Education Mission, Legacy & Community"
Step 15: Choose the signature for new messages and replies as needed.	Choose default signature E-mail <u>a</u> ccount: MThrom@st-thomasmore.org New <u>m</u> essages: signature Replies/forwards: (none)
Step 16: Save your signature by clicking OK.	OK Cancel