

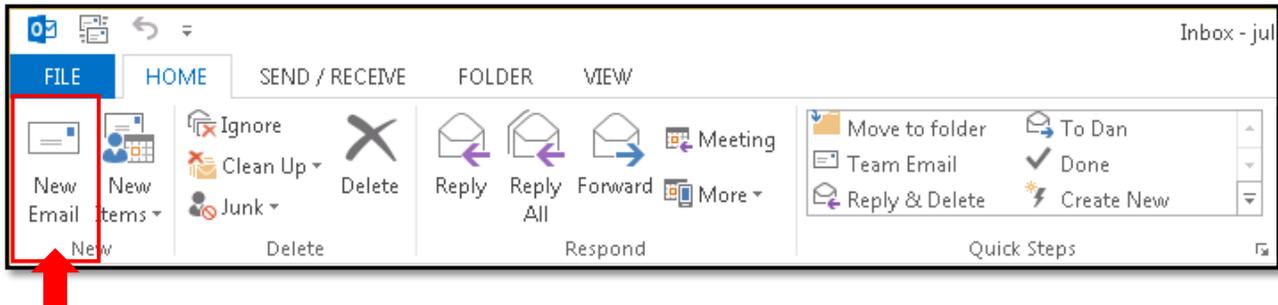


Creating a Signature

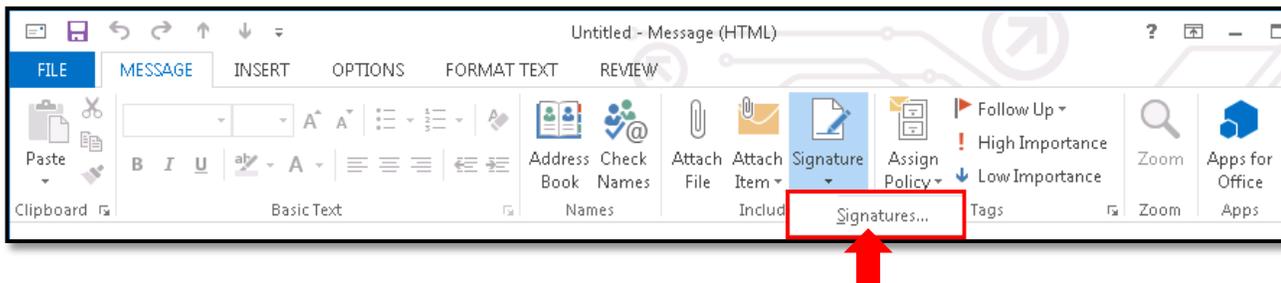
Objective

This document provides instructions on how to create a signature in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

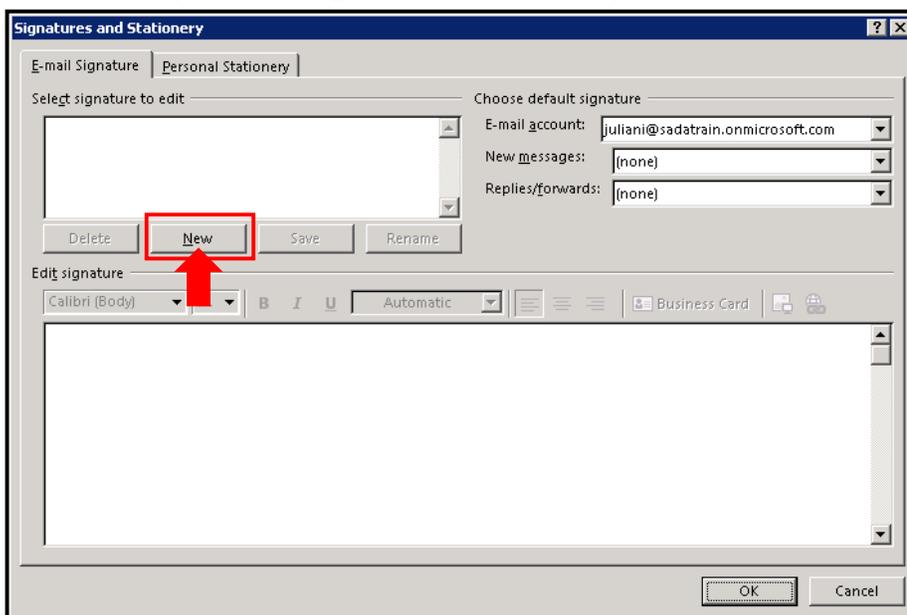
1. On the **Home** tab in the top left corner, click **New E-mail**.



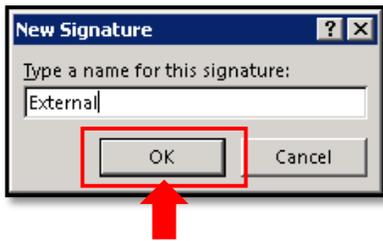
2. On the **Message** tab at the top, click **Signature**, and then click **Signatures**.



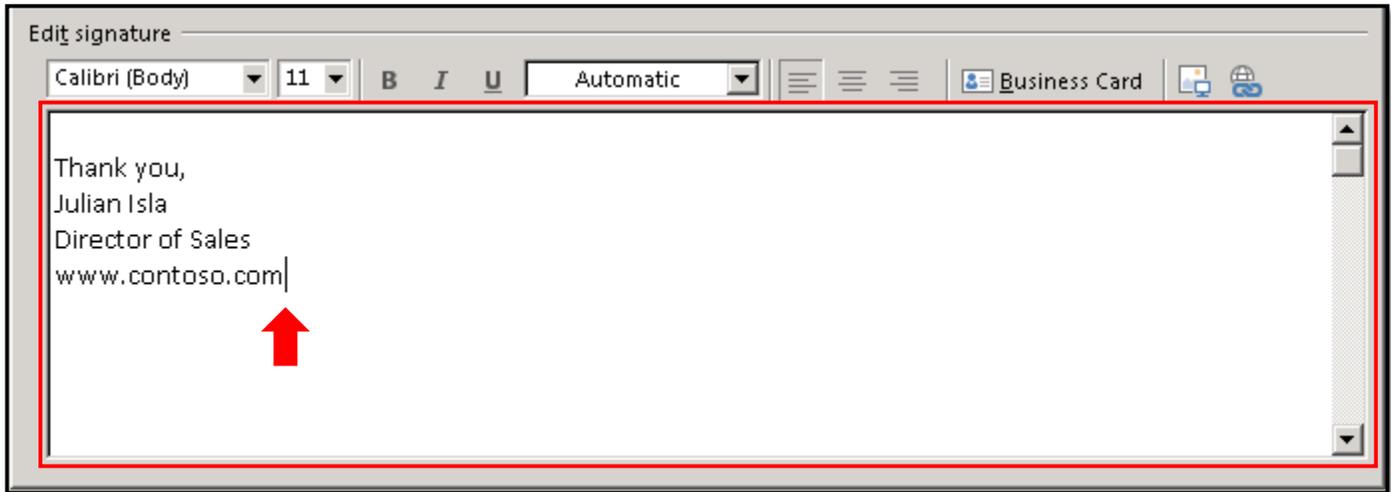
3. This will open a new Signatures and Stationery window. On the **E-mail Signature** tab, click **New**.



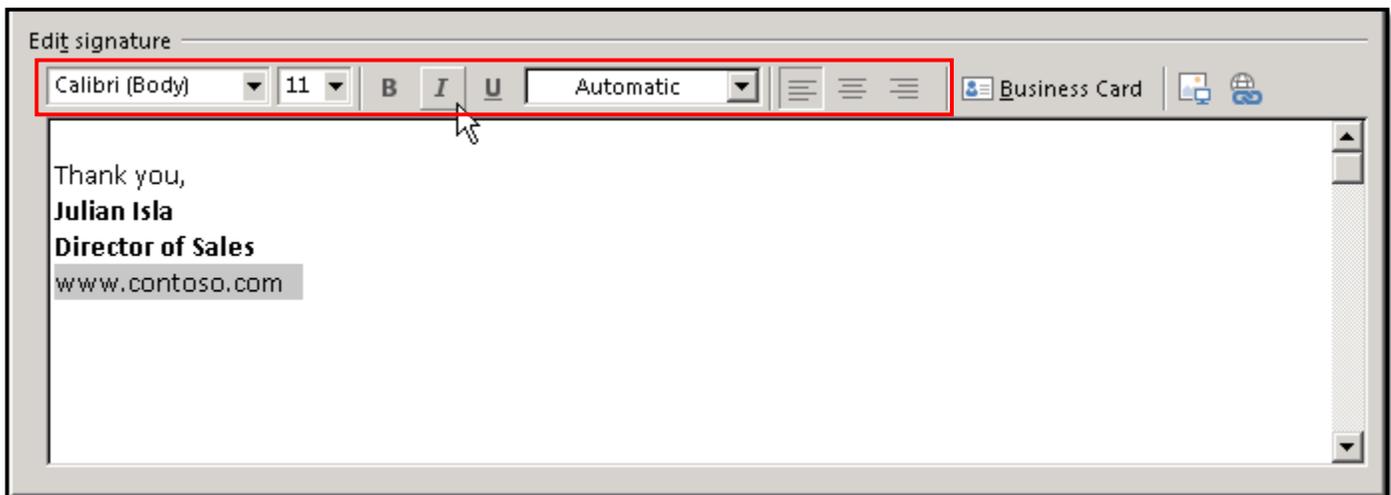
4. Type a name for the signature, and then click **OK**.



5. In the **Edit signature** box, in the bottom part of the window, type the text that you want to include in the signature.



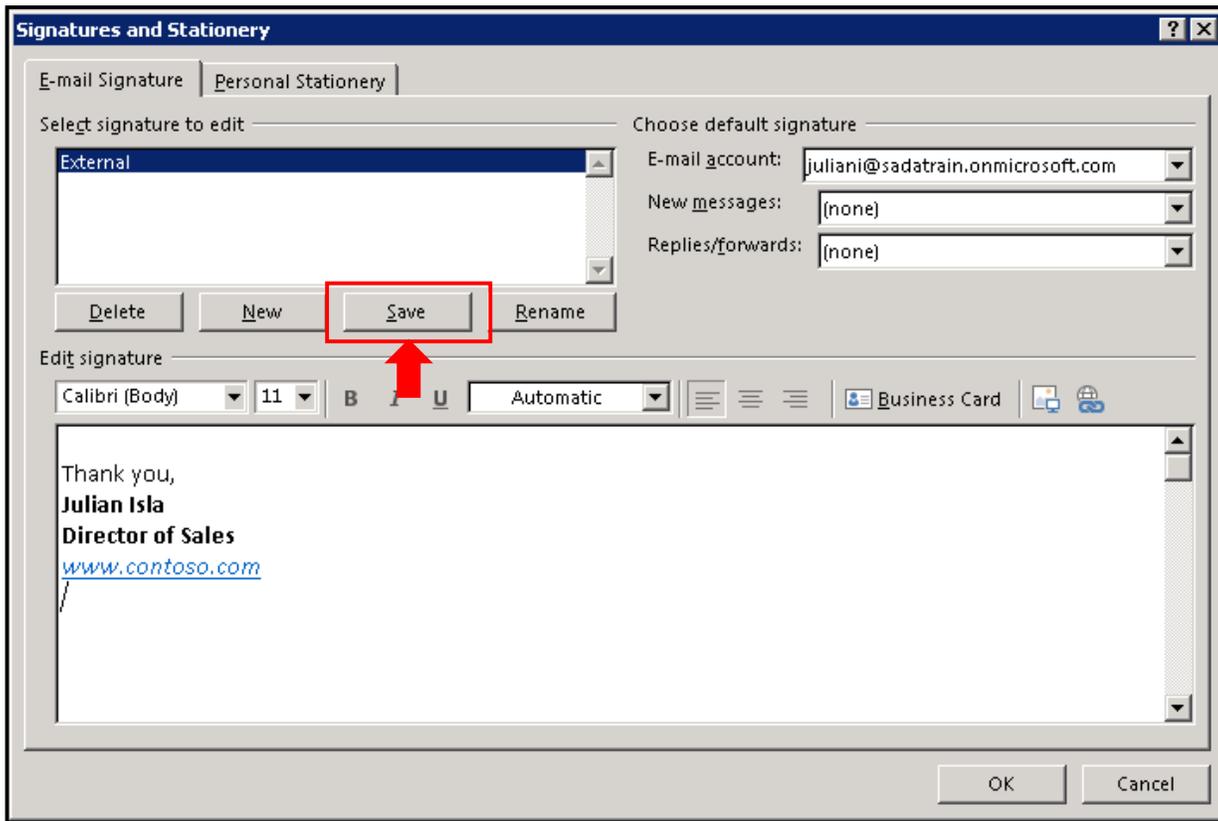
6. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.



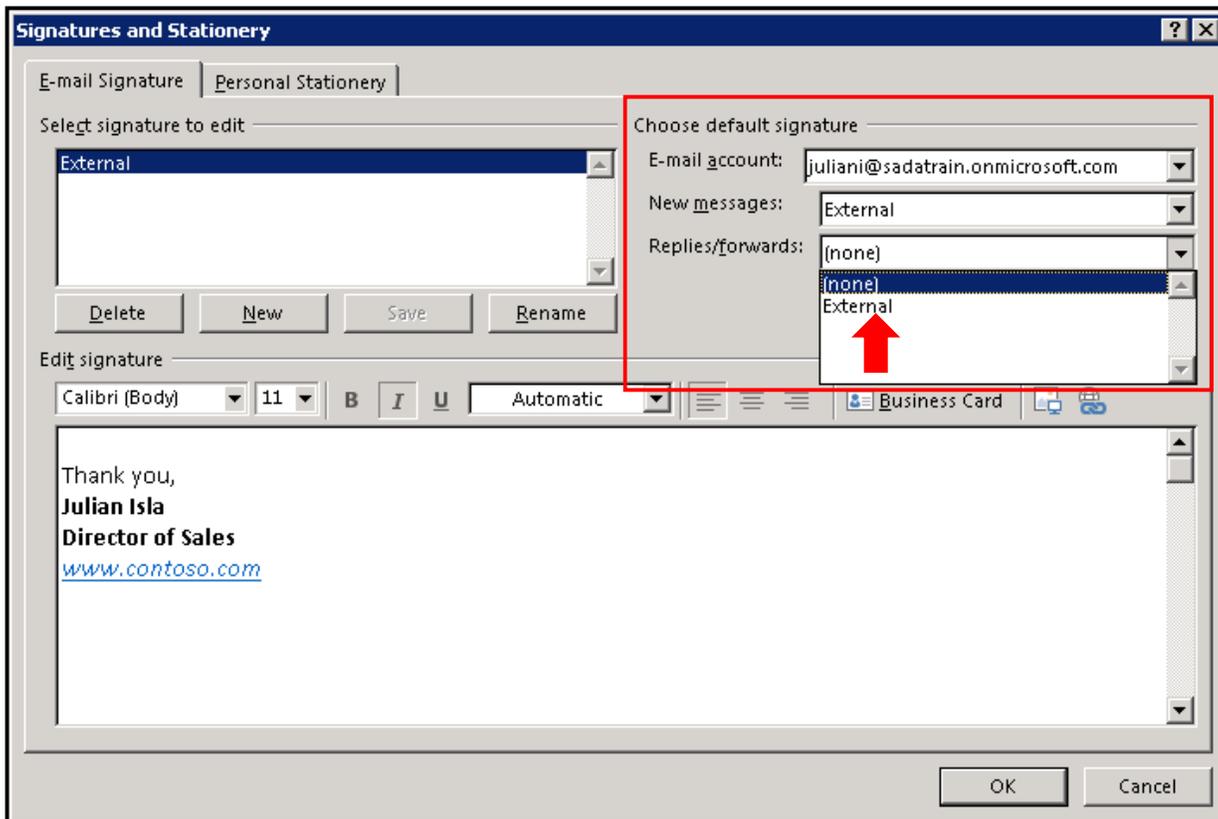
7. To add elements other than text, click where you want the element to appear, and then do any of the following:

Options	How To
To add an electronic business card	Click  Business Card , click a contact in the Filed As list, and click OK .
To add a hyperlink	Click  , type the text to be displayed (such as "Department Site"). Type or paste the link address in the Address field. Click OK .
To add a picture	Click  , browse to a picture. Click on the picture to select it. Click OK .

8. Click **Save**.



9. Your signature appears in the **New messages** field, and it will be added automatically to every email you send. If you want it to be added when you reply to or forward messages, select it in the **Replies/Forwards** list.



To create another signature, repeat steps 3-8.

10. Click **OK** to save your settings.

