

## **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**.

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

Signatures and Stationery	? X
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E-mail <u>a</u> ccount: juliani@sadatrain.onmicrosof	t.com 💌
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ОК	Cancel

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

New Signature				
Type a name for this signature:				
External				
ОК	Cancel			

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.

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Thank you,
Julian Isla
Director of Sales
www.contoso.com

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 Estimation Card , click a contact in the Filed As list, and click OK.
To add a hyperlink	Click <sup>(B)</sup> , type the text to be displayed (such as "Department Site"). Type or paste the link address in the <b>Address</b> field. Click <b>OK</b> .
To add a picture	Click , browse to a picture. Click on the picture to select it. Click <b>OK</b> .

## 8. Click Save.

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External	E-mail account: juliani@sadatrain.onmicrosoft.com 🔽
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Thank you,	
Director of Sales	
www.contoso.com	
	-I
	OK Cancel

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.

Signatures and Stationery	? ×
E-mail Signature Personal Stationery	
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Director of Sales	
www.contoso.com	
	OK Cancel

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

Signatures and Stationery	? 🗙
E-mail Signature Personal Stationery	
Sele <u>c</u> t signature to edit	Choose default signature
External	E-mail account: juliani@sadatrain.onmicrosoft.com 🗨
	New messages: External
-	Replies/forwards: (none)
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Thank you, Julian Isla	
Director of Sales www.contoso.com	
	OK Cancel