Updating Your Email Signature in Microsoft Outlook

Step 1: Open the Email Signature link below that most closely matches your area. Once it opens in your browser, click anywhere inside the browser window and on your keyboard, hold down Ctrl and press the A key. Once the signature is highlighted, hold down Ctrl and press the C key to copy it.

- <u>https://www.averett.edu/standard_signature.html</u>
- <u>https://www.averett.edu/athletics_signature.html</u>
- <u>https://www.averett.edu/ccecc_signature.html</u>

Step 2: Open Outlook and select *New email* on the *Home* tab.

Step 3: In the compose window that opens, go to the Message tab.

Step 4: Select the *Arrow* below *Signatures* and choose *Signatures*.

म २ ल		Untitled	- Message (HTML)	Q	Search					6				×
File Mes	sage Insert	Options	Format Text	Review De	veloper Help	4 							-	
Cut Cut Paste Vaste	y nat Painter	- I <u>U</u> <u>₽</u>	- A^ A' !≡ - <u>A</u> - ≡ ≡	• :≣ • Aø ≡ :≣ :≡	Address Check Book Names	Attach Lir File *	b Z	e Follow U High Imp	o ¥ iortance ortance	D ictate	Editor	Immersive Reader		
Clipboar	d 🗤		Basic Text	آياً.	Names	Inc	lud H	loliday s	٦	Voice	Editor	Immersive		
	From ¥						Ir	Office						
							0	out of Office						
Send	To							uote						
	Cc						К	eam						
	Subject						Т	RN						
							Si	ignatures						
								45						

Step 5: In the subsequent pop-up window, pick the signature on the top left that you want to edit.

Step 6: In the edit signature box, delete the existing signature and then paste the new signature you copied from step 1. Edit your information and social media links to match any **Averett** account you may be associated with or simply retain the main Averett social media links that are already linked.

If you feel that the font size is too large, you may modify it at this time using the toolbar.

Paste JA	iat opy ormat Painter	$\begin{array}{c c} - & A^* & A^* & \blacksquare + & \blacksquare + & A_{0} \\ I & \underline{U} & \underline{\mathbb{Z}} + & \underline{A} + & \blacksquare \equiv \equiv \exists & \blacksquare & \blacksquare & \\ \hline Address & Check \\ Book & Names \end{array}$	Attach Link S File* -	ignature * Low Importa	nce Dictate	Editor	Immetsive Reader	
Clipbo	bard (5	Signatures and Stationery			? ×	Editor	Immersive	
⊳ Send	From 🗸 see	E-miel Signatureersonal Stationery						
		Selegt signature to edit Choose default signature						
	10	Holiday A	E-mail account:	added as income	1			
	Cc	Out of Office Quote	New messages:	TRN	3			
	Subject	Replies Sanny V	Reples/Jorwards:	TRN	¥			
	Judgett	Delete New Save Bename						
	_	Edit signature						
		Calibri (Body) 11 11 B I U Automatic		🗟 Business Card 🛛 🔂 🐁				
		Thank you, Sandy Writtenhouse						
		Get signature templates			v			
				ÖK	Cancel			

Step 7: Select *Save* to preserve your changes.

Step 8: Create a new email to ensure your new signature is displayed correctly.

If you have any questions or need assistance, please contact Travis Dix or Kelly King in the Communications department.