

## Updating Your Email Signature in Microsoft Outlook

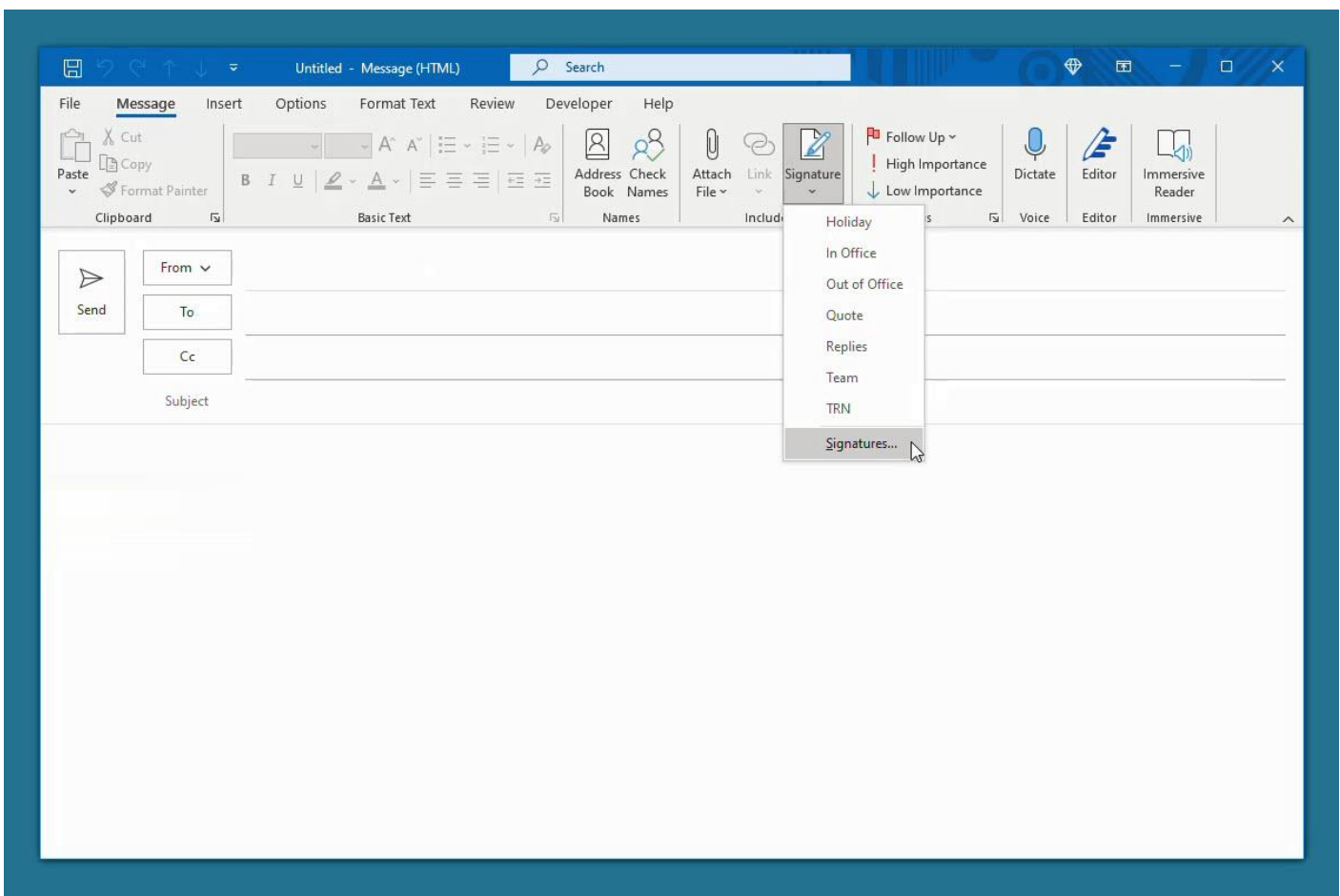
**Step 1:** Open the Email Signature link below that most closely matches your area. Once it opens in your browser, click anywhere inside the browser window and on your keyboard, hold down Ctrl and press the A key. Once the signature is highlighted, hold down Ctrl and press the C key to copy it.

- [https://www.averett.edu/standard\\_signature.html](https://www.averett.edu/standard_signature.html)
- [https://www.averett.edu/athletics\\_signature.html](https://www.averett.edu/athletics_signature.html)
- [https://www.averett.edu/ccecc\\_signature.html](https://www.averett.edu/ccecc_signature.html)

**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.

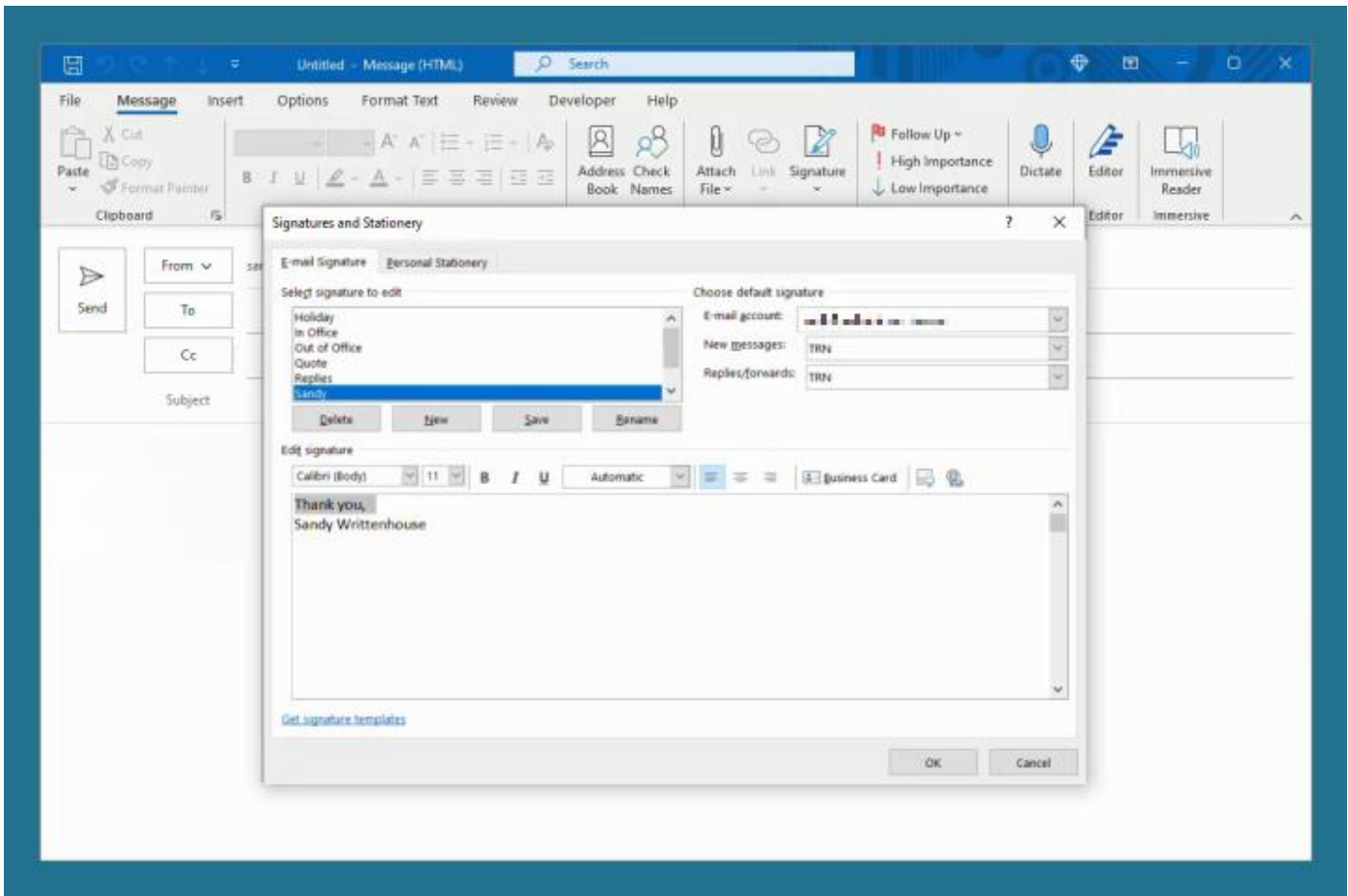
**Step 4:** Select the *Arrow* below *Signatures* and choose *Signatures*.



**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.



**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.