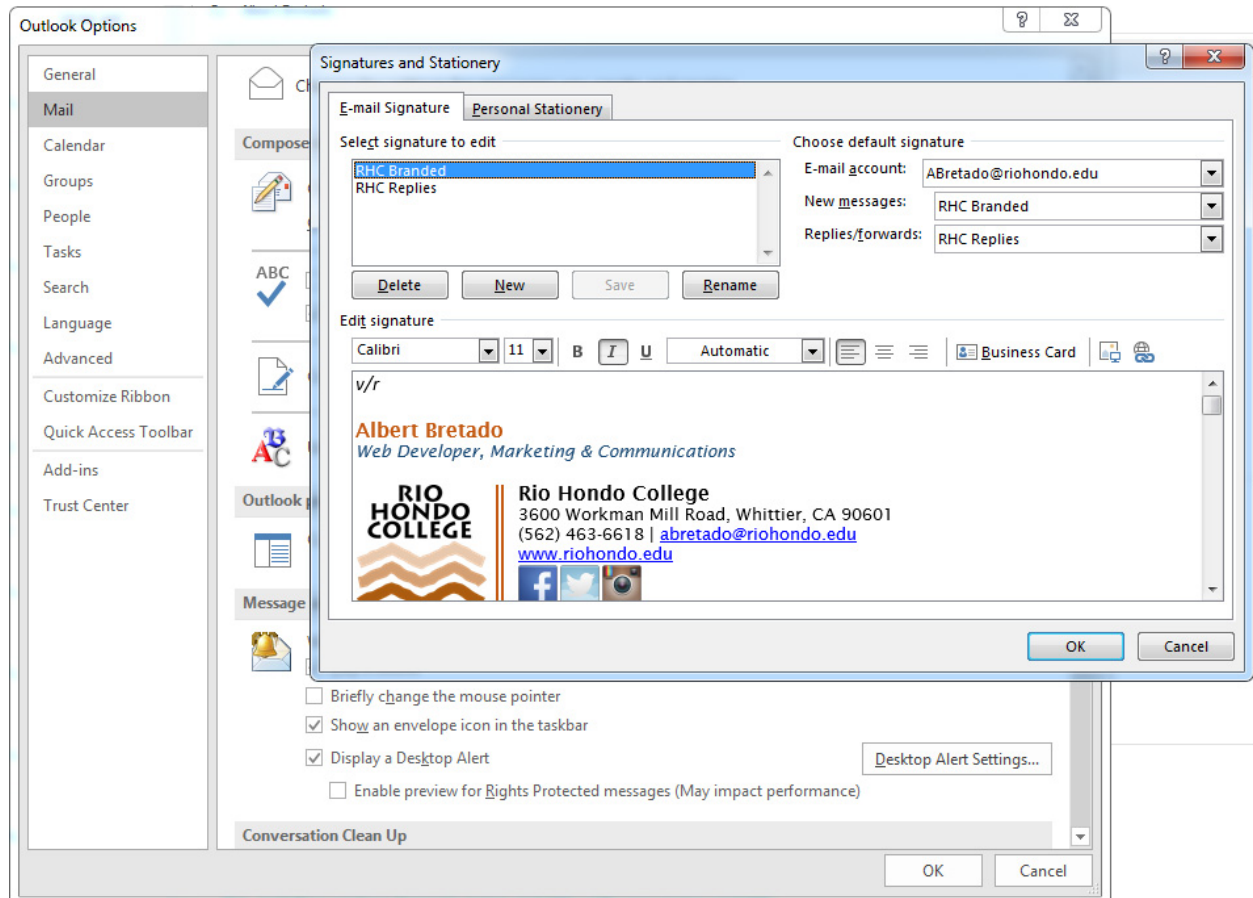


## How to create/add Email Signature to your Outlook (PC)

1. Highlight and Copy my signature on my email.
2. Go to **File > Options** (a screen will pop-up with the outlook options)
3. Click on **[Mail]**, under Compose Messages click on the **[Signatures]** button



4. Create a signature by clicking the **[New]** button, name it anything you like.
5. In the box underneath the **Edit signature** section, **Paste** the signature you copied (right click > paste or CTRL+V)
6. Customize the signature to reflect your information. Ensure you change the name, title – department, phone number, and email. *\*if you work at a satellite campus please use that specific address on the signature. If your department has or requires you to have a disclaimer, please add it below the signature line.*
7. **\*Important\*** in order for the contact email on the signature to work properly, you will need to completely delete the current one ([abretado@riohondo.edu](mailto:abretado@riohondo.edu)) and type in your email and hit [space] button to make it a clickable link. Highlighting the email and typing in yours will not work. What will happen is that it will show your email but when someone clicks it, it will show the original email address.
8. Once you make your edits, click on **[Save]** above the **Edit signature** box. To the right you will see **[New messages]** dropdown, choose your new signature. This will apply your signature to all new messages/emails created.
9. Click **[OK]**, and you are done.