# How to install your new email signature to Outlook





Format your new signature by visiting the email signature format page: employees.sunhealth.org/branding/email-signature

-Fill in your details exactly as you would like them to appear -Submit your request to get instant results



#### Step Two

Copy your new signature:

-You can copy the signature by highlighting the text with your mouse and pressing CTRL + C

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### Step Three

Open Outlook. Once Outlook is open, click the File tab in the Outlook menu, then select "Options"

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#### Step Four

Select Mail on the left hand side and click on the "Signatures..." button.

Outlook Options		?	×
General Mail	Change the settings for messages you create and receive.		<b>^</b>
Calendar	Compose messages		
People Tasks	Change the editing settings for messages. Compose messages in this format: HTML	Editor Options.	
Search Language Advanced	ABC Always check spelling before sending I gnore original message text in reply or forward	Iling and Autocorrect.	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Si <u>gn</u> atures.	
Add-ins Trust Center	$\overset{oldsymbol{B}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{\overset{oldsymbol{C}}{\overset{oldsymbol{B}}{o$	Stationery and <u>F</u> onts.	
	Outlook panes		
	Customize how items are marked as read when using the Reading Pane.	<u>R</u> eading Pane.	
	Message arrival		
	When new messages arrive: Play a sound		
	Briefly change the mouse pointer		
	Show an envelope icon in the taskbar		
	Uisplay a Ues <u>top</u> Alert Enable preview for <u>Rights</u> Protected messages (May impact performance)		
	Conversation Clean Up		
		ОКС	ancel

## 5

#### Step Five

Click on "New" and type a name for your email signature, press OK.

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#### Step Six

Paste your signature using CTRL + V into the text area. Click "OK".

Send yourself a new email to test the signature.



If you have a different version of Outlook, please refer to this webpage for help: Outlook signatures for previous versions