

How to install your new email signature to Outlook



1 Step One

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

2 Step Two

Copy your new signature:

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

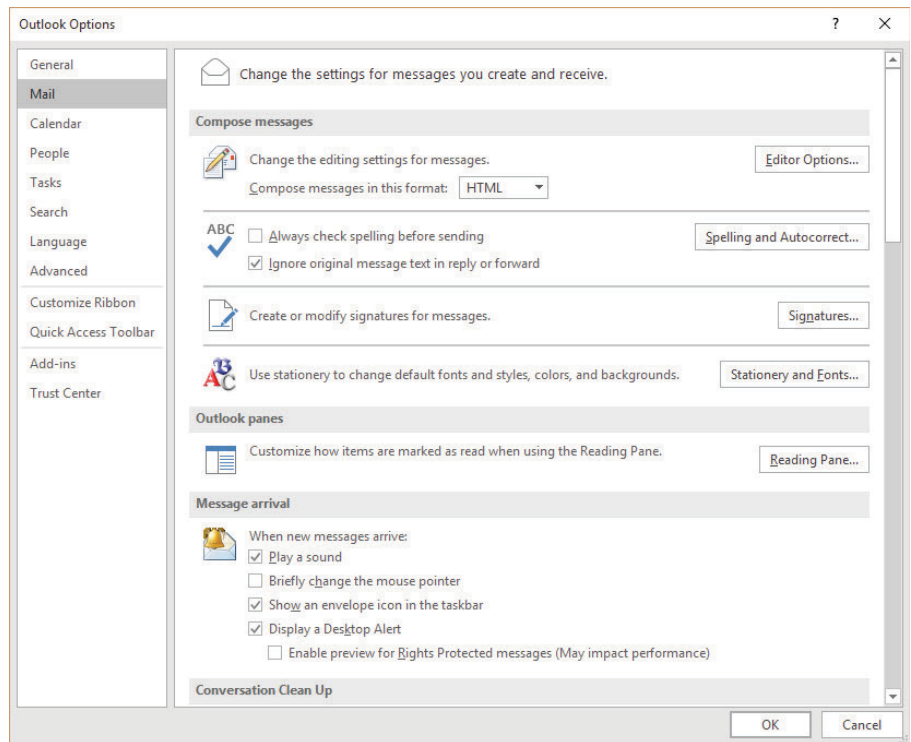


3 Step Three

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

4 Step Four

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



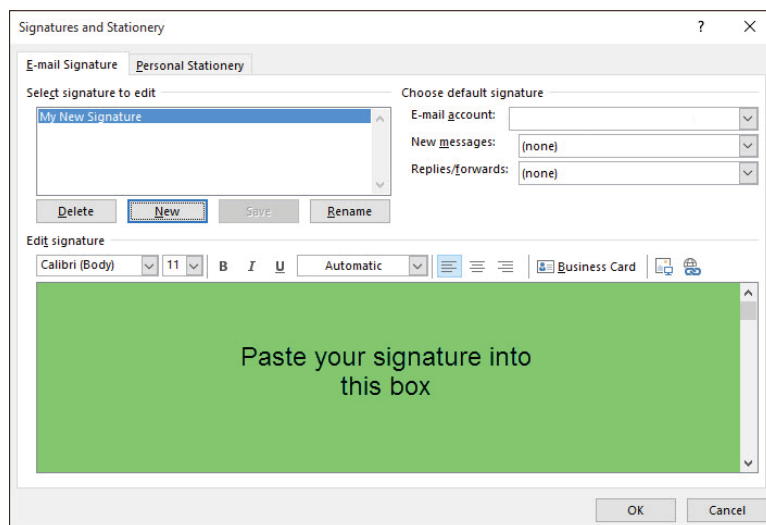
5 Step Five

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

6 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](#)