HOW-TO:
Change Outlook Signature

OUTLOOK DESKTOP APPLICATION AND OFFICE 365 ONLINE

ALSO INCLUDES: REMOVING OLD SIGNATURE AND EDITING DEFAULT SIGNATURE

Open Microsoft Outlook

You may either use https://outlook.office365.com via The HUB or your computer's Outlook client
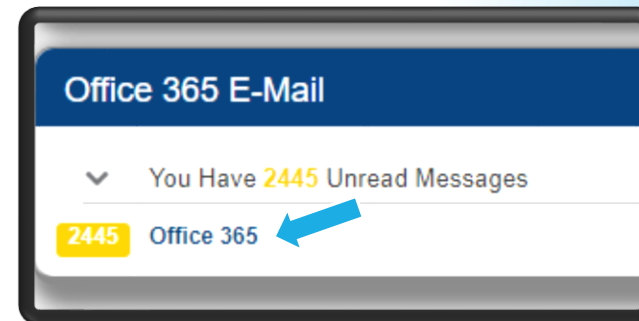
View new SCC Signature Logos
Click: **PI/Marketing/Printshop**
(you may see a pop up security message about hyperlinks, click yes)
Click: SCC_Email_Logo Zip Folder, select open with or save file, double click the folder again to see the different logo's.
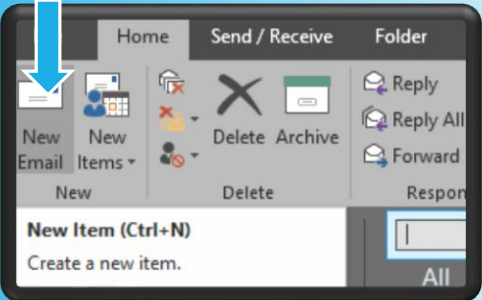Save the logo you choose to your Pictures folder, Desktop or a familiar location.
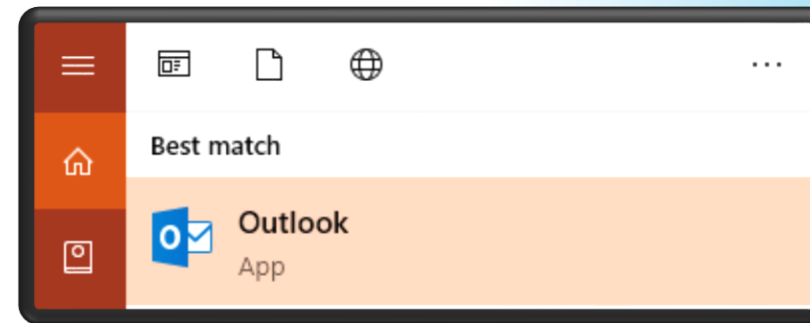
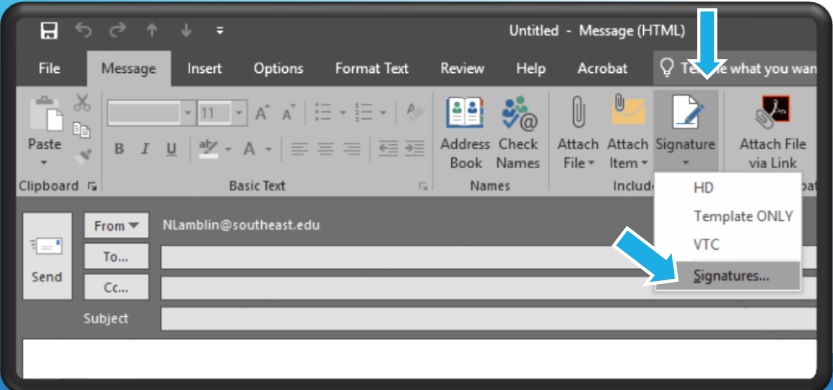Your Computer's Outlook App

Outlook via Office 365 Online

Step 1: Accessing Signature Options

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Outlook App

Once Outlook is open click New Email.

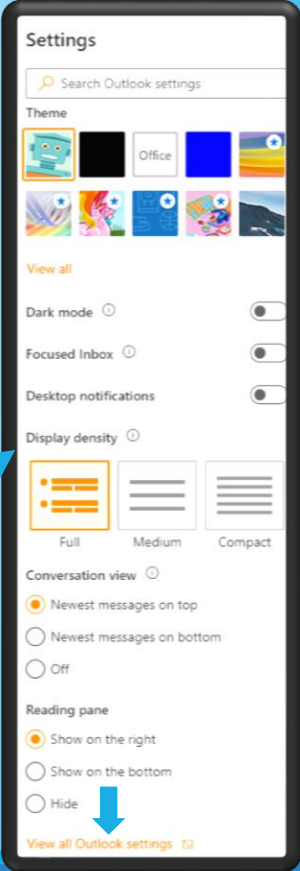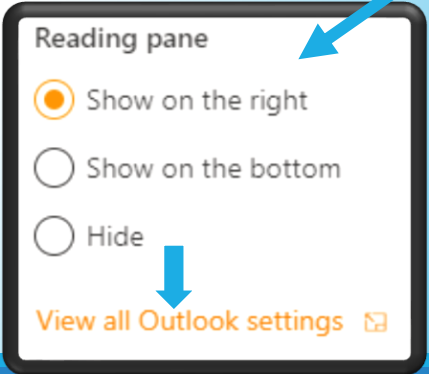In the new Message Window click on "Signature" and then "Signatures…"

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Select "Try The new Outlook" if not already selected, " in upper right corner. Then Click the Settings Icon.
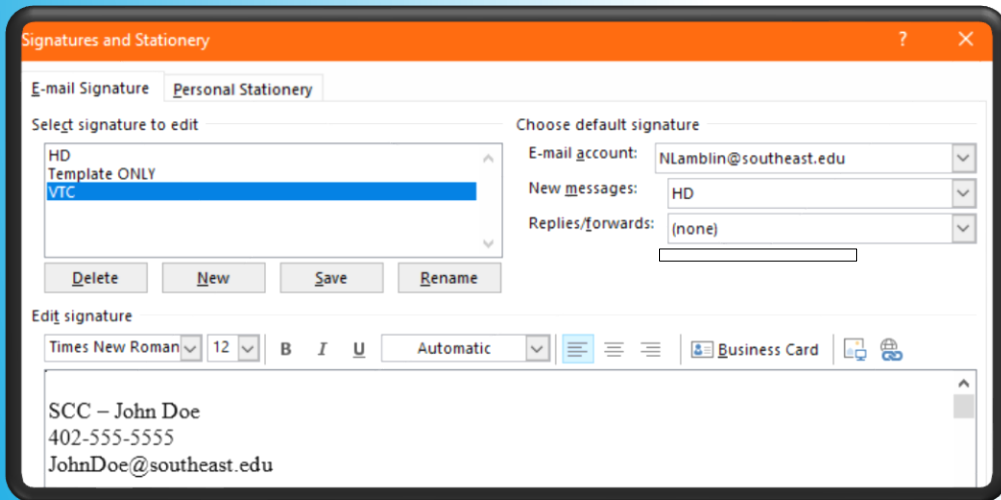
Scroll down click "View all Outlook Settings"
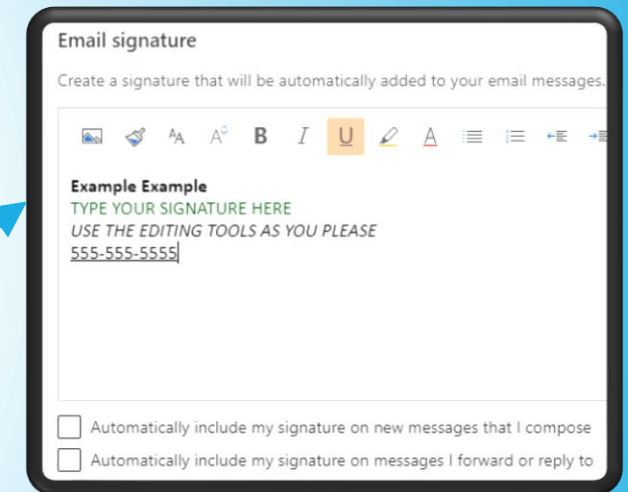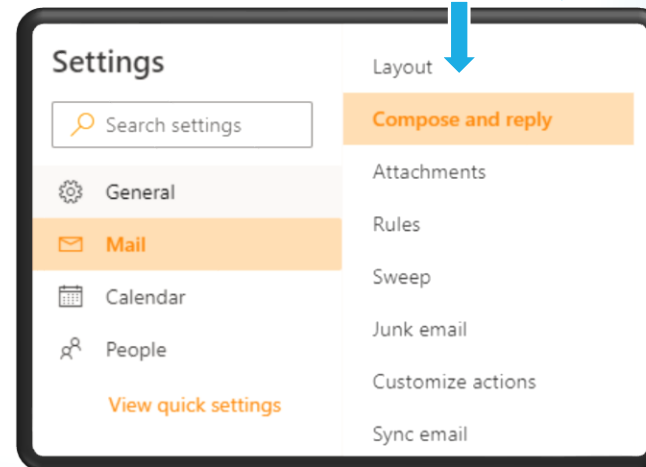
Step 2: Creating/Editing the Signature

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On the Signatures and Stationary window either edit or create a new signature.
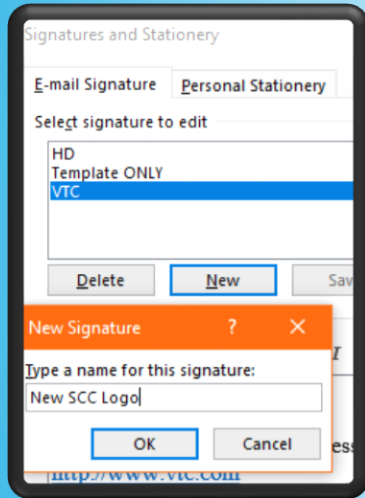

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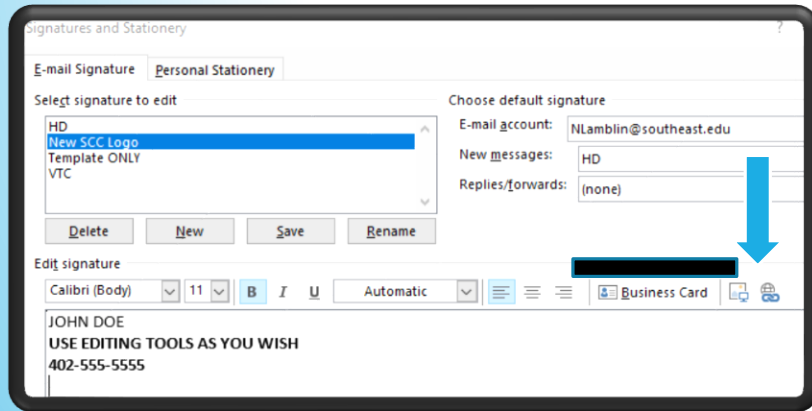Select "Compose and reply" the Email Signature editing pane will appear.

Step 3: Create New or Edit a Signature
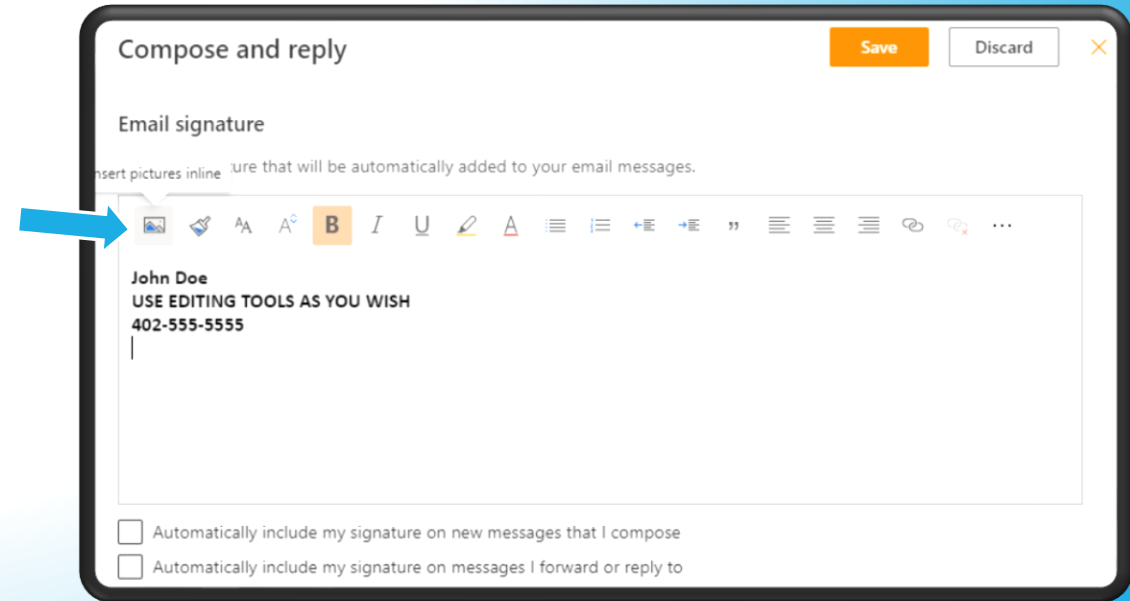
Outlook App

To edit a current signature click in the edit signature section. Or if this is a New Signature select New and provide a name for the signature.

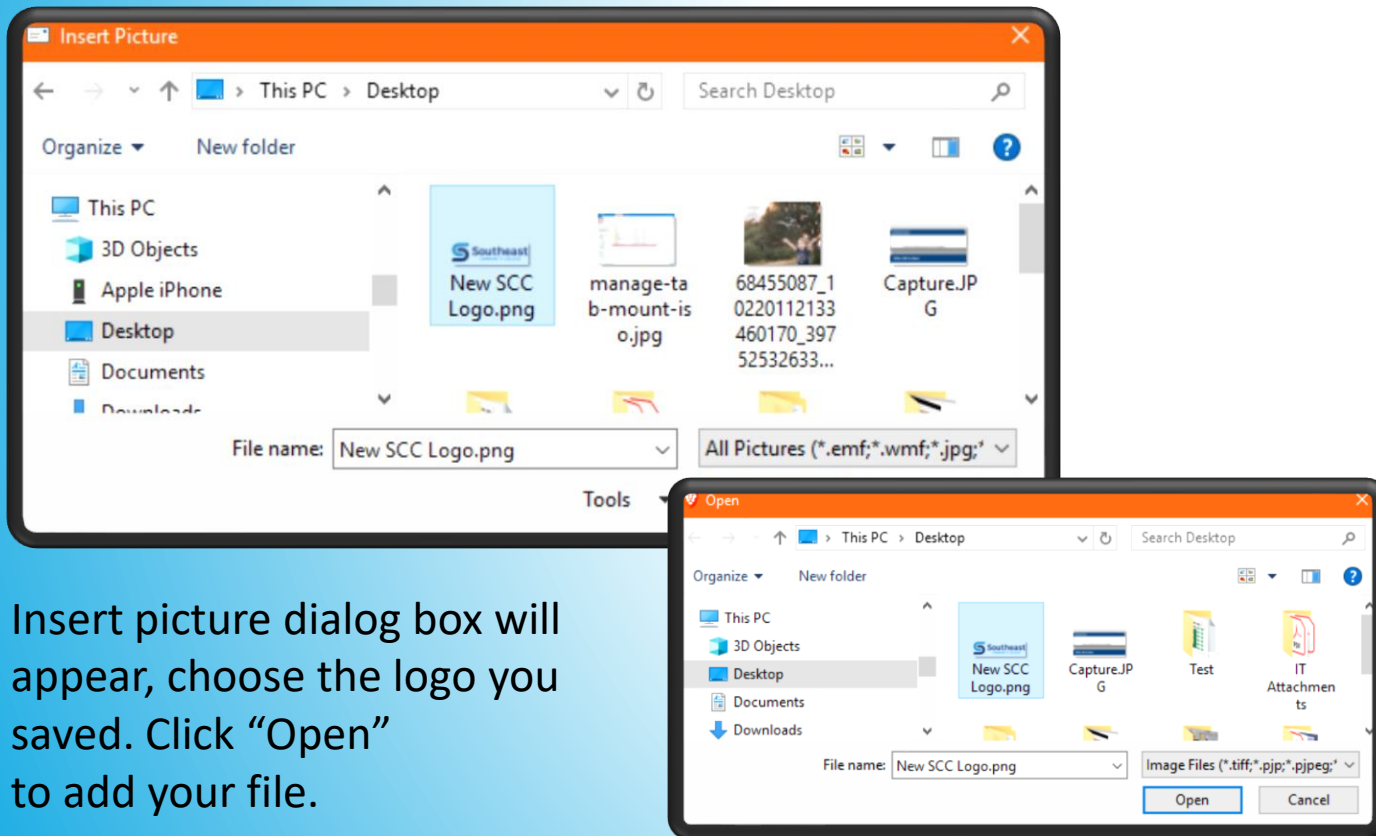To add the SCC logo click the "Insert Pictures" Button.

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To edit or create your new signature begin typing in the editing pane. To add the new SCC logo, start by click in the "Insert pictures inline" button.
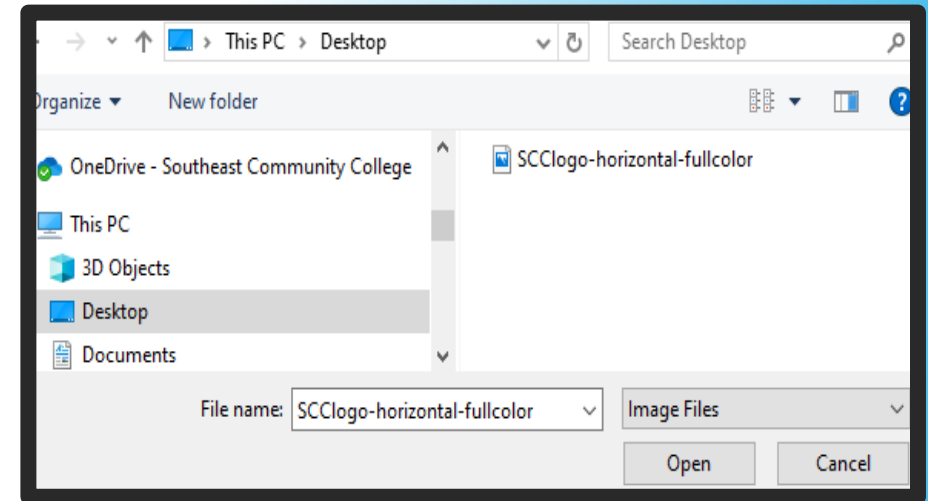
Step 4: Inserting a Picture

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Insert picture dialog box will appear, choose the logo you saved. Click "Open" to add your file.
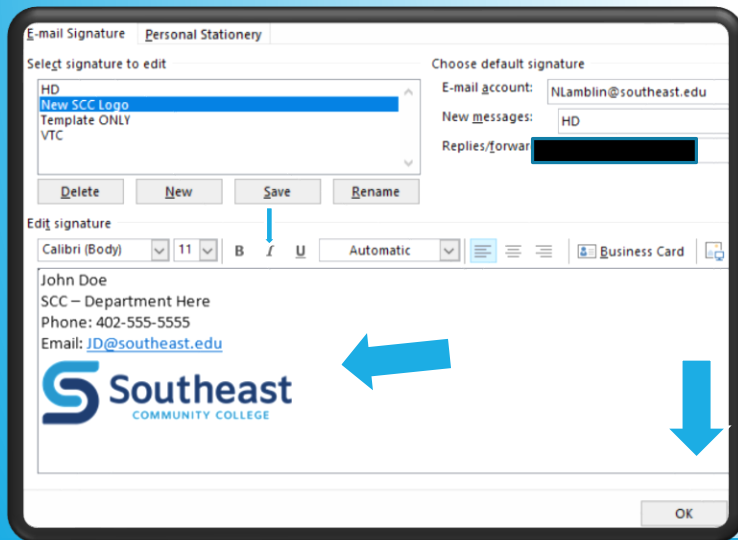
Insert Picture dialog box will appear, choose the logo you saved. Click "Open" to add your file.
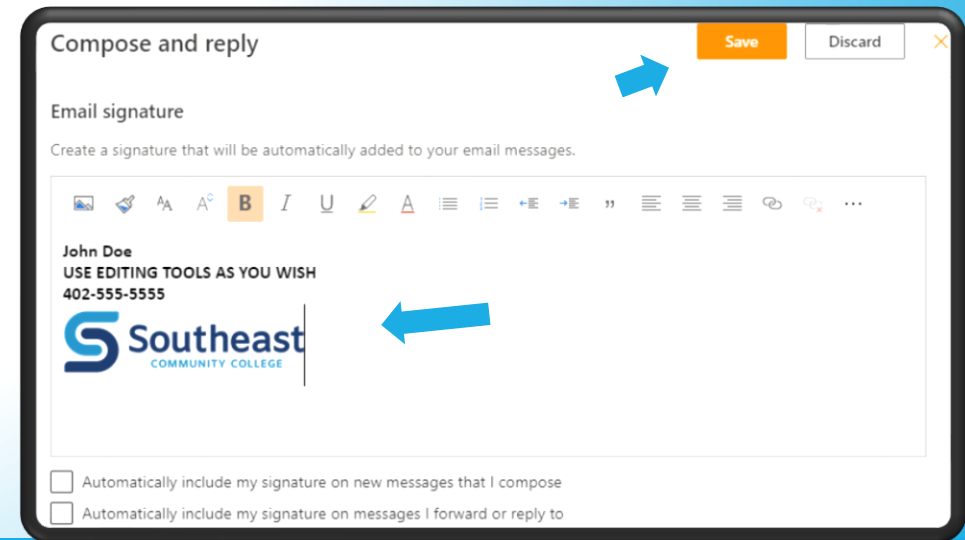
Step 5: Saving Your Signature

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The picture you chose will show up where your cursor was placed within the edit pane. Click the "OK" button to finalize your Signature.
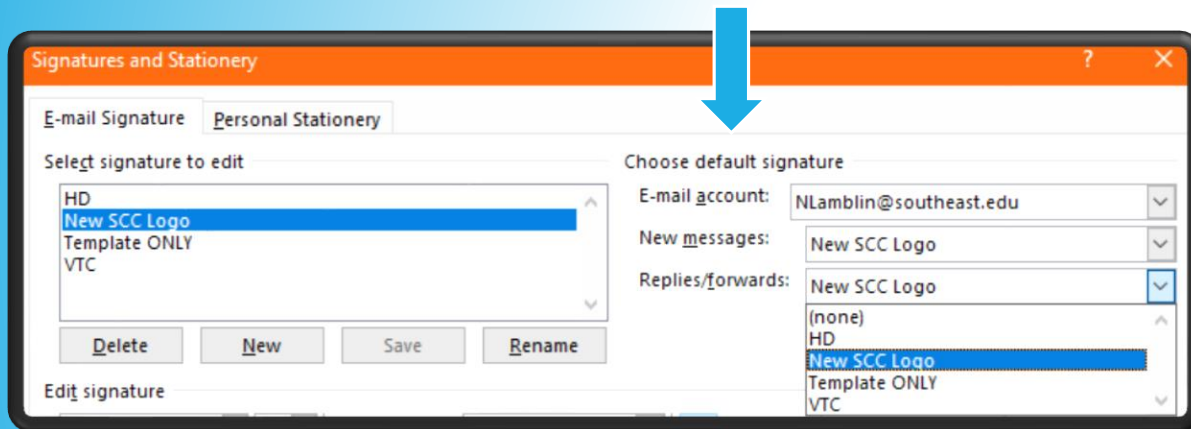
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The picture you chose will show up where your cursor was placed within the edit pane. Click the "Save" button to finalize your Signature.
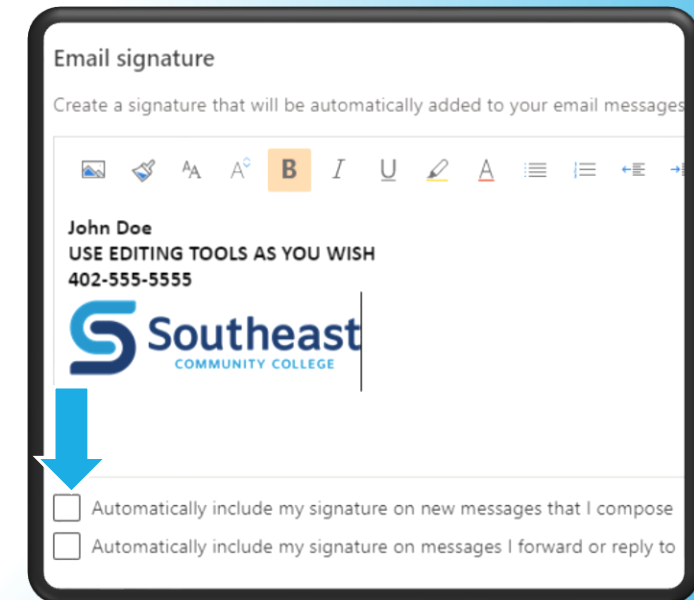
Optional Step: Default Signature

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Choose default signature: Select the one you want to show up automatically.
New messages and Replies/Forwards can be a unique signature if you want.
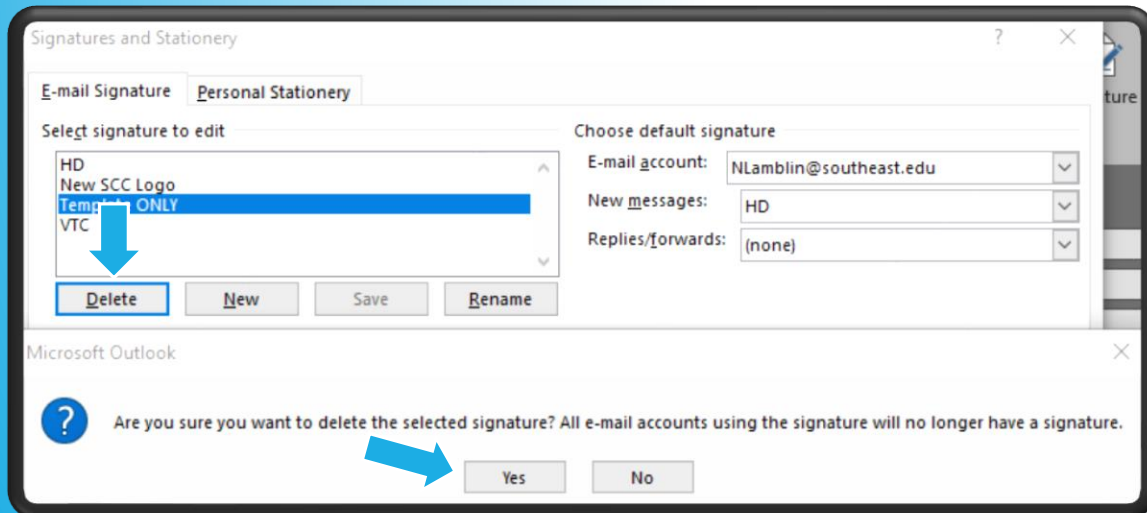
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Underneath your Email signature: Choose one or both options to automatically include your signature.

Optional Step: Removing Signature

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To delete your signature select or highlight the signature and hit Delete on your keyboard. Remember to click the "Save" button!

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To delete your signature select or highlight the signature and hit Delete on your keyboard. Remember to click the "Save" button!