Instructions for Science Hall Signature

Note: This will not work with Microsoft Outlook Web/Exchange Lite Version.

For Microsoft Outlook 2011 (Mac)

1. Highlight Science Hall image and accompanying text in faculty_staff Email.
2. Copy the text and image by click on Edit in the menu and selecting Copy or use CTRL C.
3. Go to the Outlook menu and select Preferences
4. Click on the + in the lower left corner of the window to add the new signature.
5. Paste (hold down the CTRL button and push V) the image in the window to the right.
6. Double-click on the name in the left window and give it a name that you prefer.
7. Select use and my default signature in the box at the lower right.

For Microsoft Outlook 2010 (PC)

1. Highlight Science Hall image and accompanying text in faculty_staff Email.
2. Copy the text and image by click on Edit in the menu and selecting Copy or use CTRL C.
3. Click on File in the upper left corner of the screen and select Options.
4. Click on e-mail in the left column and than select Signatures on the right.
5. In the Signatures and Stationary window in the upper left corner click on New and enter a name for the signature you will create. Click OK.
6. Paste the image you copied in the large box below and click.
7. In the upper right corner select your new signature as the default for both the New Messages and the Replies/Forward. Click OK.

For Microsoft Outlook 2007 (PC) – Desktop Client

1. Highlight Science Hall image and accompanying text in faculty_staff Email.
2. Go to the Edit menu and select Copy.
3. Go to the Tools menu and select Options
4. Click on the Mail Format tab.
5. Click the “Signatures” button under the Signatures heading.
6. On the signature, right-click and then left-click on Paste (or hold down the CTRL button and push V).
7. Click OK.

For Microsoft Outlook/Exchange (PC) – Outlook Web Application full version.

1. Highlight Science Hall image and accompanying text in faculty_staff Email.
2. Hold the CTRL button down and push C
3. Click on the Options button in upper right and select “See All Options”
4. Click on Settings in left hand side of window.
5. In the text box of the Email Signature area, right-click and then left-click the Paste option (or hold down the CTRL button and push V)
6. Make sure box is checked next to “Automatically include my signature on messages I send”
7. Click Save button in lower right.
8. Click on MyMail in upper right to return to Inbox.

In MacMail

1. Highlight Science Hall image and accompanying text in faculty_staff Email.
2. Select the “Signatures” icon in the “Preferences” window.
3. Select your account from the leftmost field, and click the Plus button.
4. Select a pre-existing signature and paste into the right-hand field (best done by holding down the Apple button on the keyboard and pressing V).
5. Close the Preferences/Signatures window.
6. To add the signature automatically to every message, choose it from the Select Signature pop-up menu. To choose a signature when you compose a message, select “Choose signature when composing email”.