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**Instructions**

1. Once you have the email signature open in Word, copy all elements of the email signature
2. Open Microsoft Outlook desktop app
3. Click “New Email” or “New Message”
4. Click “Signature” > “Edit Signatures” / “Manage Signatures”
5. Click “Edit”
6. Paste email signature from Word
7. Edit signature with your own name, title, phone number, and email address
8. Click the Save icon
9. Go to “New messages:” set it as Standard and “Replies/forwards:” set it as Standard
10. Exit window and the new signature should be set
11. If you use a web browser to view and send emails, continue to the next steps
12. Send an email to yourself from the Microsoft Outlook desktop app
13. Open that email in a web browser at outlook.office.com
14. Copy your email signature from the email you just sent yourself
15. Go to Settings
16. Click “Compose and reply”
17. Paste signature into the email signature box
18. Save email signature