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**Instructions**

1. Once you have the email signature open in Word, copy all elements of the email signature
2. A screenshot of a computer

   Description automatically generatedOpen Microsoft Outlook desktop app
3. Click “New Email” or “New Message”
4. A screenshot of a computer

   Description automatically generatedClick “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. A screenshot of a computer

   Description automatically generatedClick 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. A screenshot of a computer

    Description automatically generatedGo to Settings
16. Click “Compose and reply”
17. Paste signature into the email signature box
18. Save email signature