

Email Signatures in Outlook

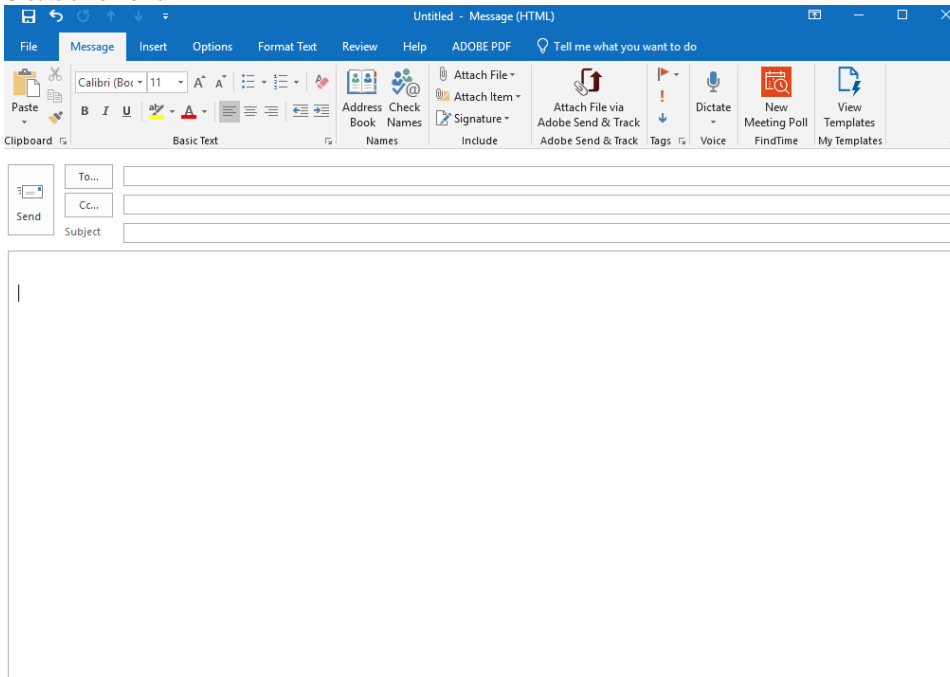
Each staff member has a pre-made signature, use this tutorial to view your signature which will attach to your email.

- [Automatically adding Email Signatures](#)
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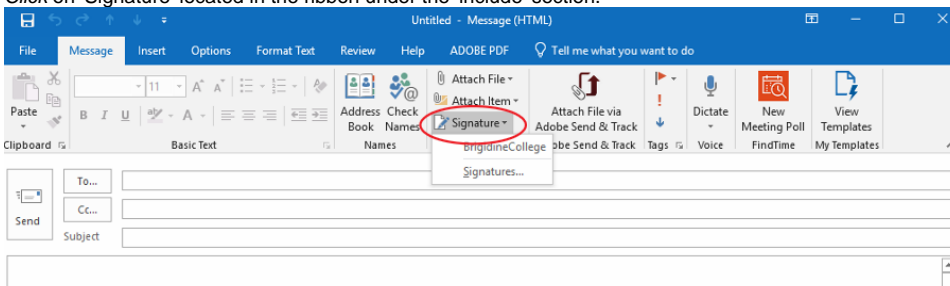
Automatically adding Email Signatures

Outlook Desktop App

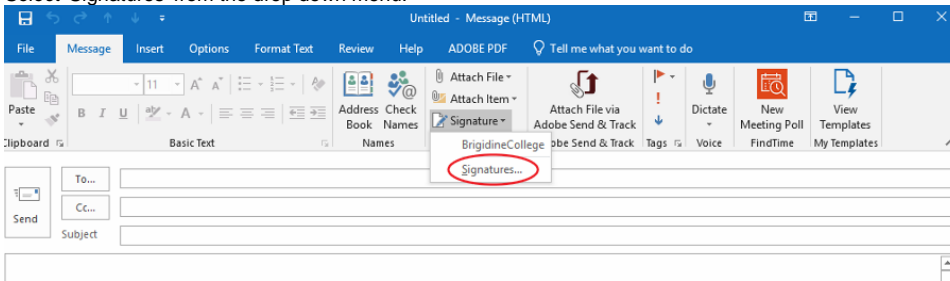
1. Create a new email.



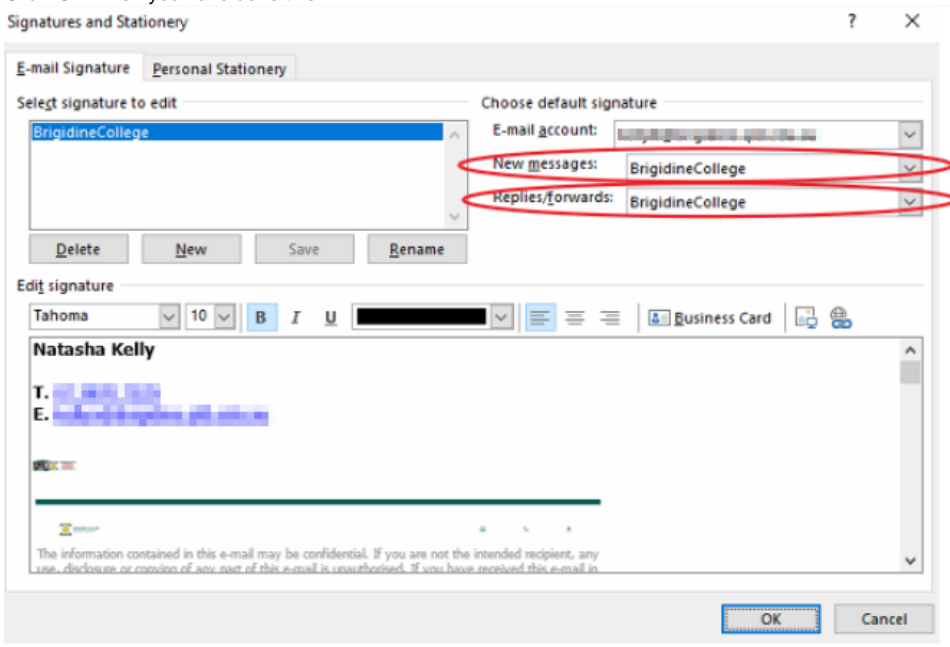
2. Click on 'Signature' located in the ribbon under the 'include' section.



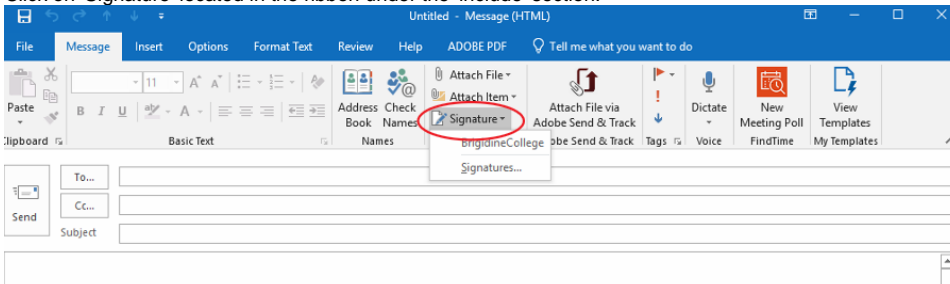
3. Select 'Signatures' from the drop down menu.



- Ensure 'Brigidine College' is selected for both 'New messages' and 'Replies/forwards'. Click 'OK' when you have done this.

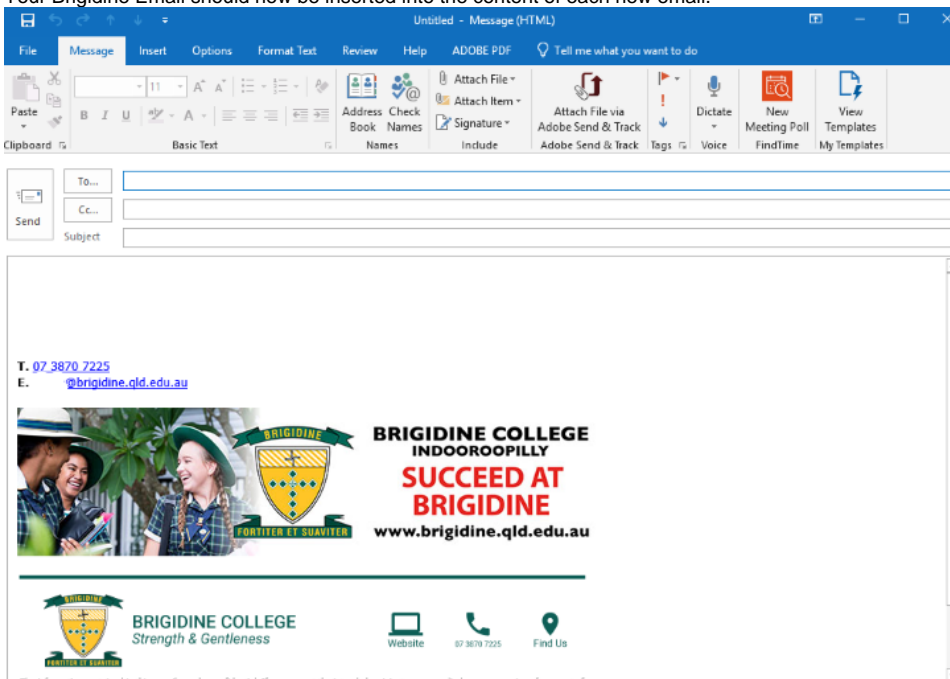


- Click on 'Signature' located in the ribbon under the 'include' section.



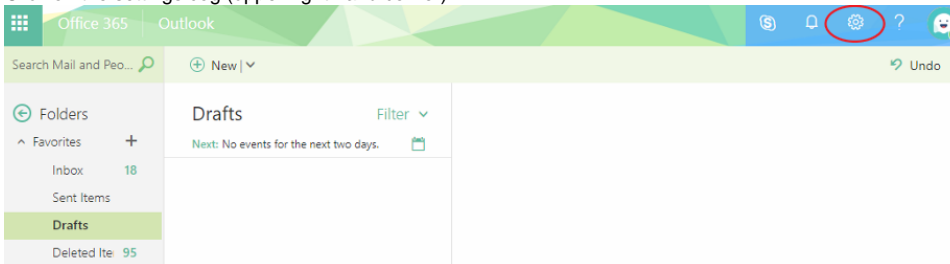
Please Note: The signature will now be automatically applied to every email very subsequent email. Continue onto Step 6 to attach it...

- Your Brigidine Email should now be inserted into the content of each new email.

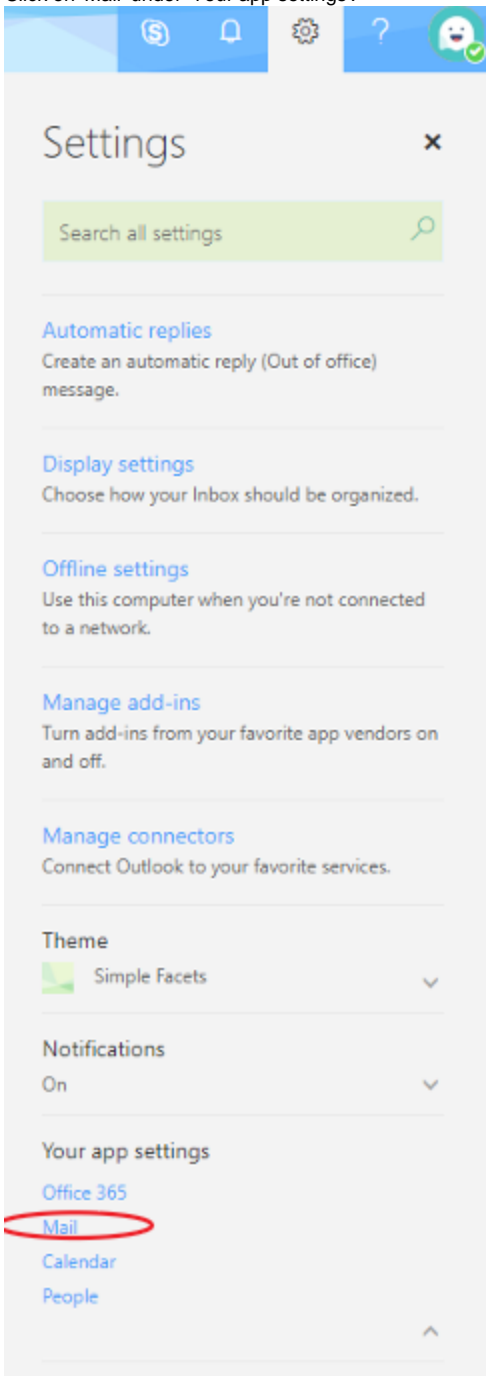


Outlook Web App

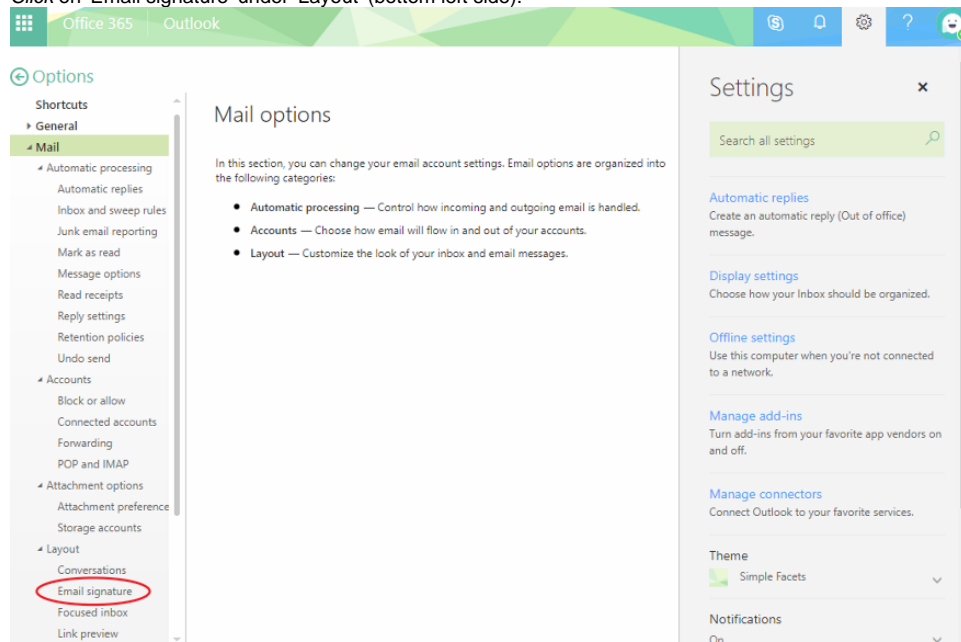
1. Click on the settings cog (upper right hand corner).



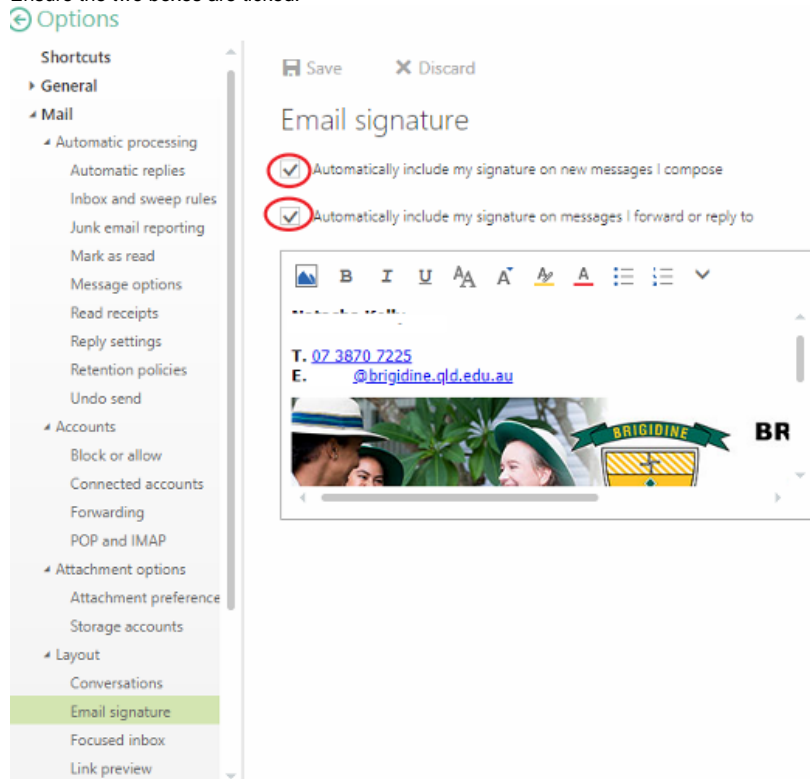
2. Click on 'Mail' under 'Your app settings'.



3. Click on 'Email signature' under 'Layout' (bottom left side).



4. Ensure the two boxes are ticked.



5. Create a new email, your signature should appear in the content of the email.

The screenshot shows the Outlook email composition interface. At the top, there are buttons for 'Send', 'Attach', 'Protect', 'Discard', and a menu icon. Below these are fields for 'To', 'Cc', and 'Add a subject'. The main body of the email contains a signature block with the following text:

T. [07 3870 7225](tel:0738707225)
E. y@brigidine.qld.edu.au

The signature block includes a photograph of three young women in school uniforms, the BRIGIDINE crest with the motto 'FORTITER ET SUAVITER', and the text 'BRIGIDINE INDC SUC BRI www.brig'.

Below the signature is a rich text editor toolbar with icons for font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a dropdown arrow. At the bottom of the window are buttons for 'Send' and 'Discard', along with icons for attachments, images, emojis, a calendar, a signature, a dropdown arrow, a red square icon, and a refresh icon.

Related articles

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- [Out of Office Auto-Reply](#)