Email Signatures in Outlook

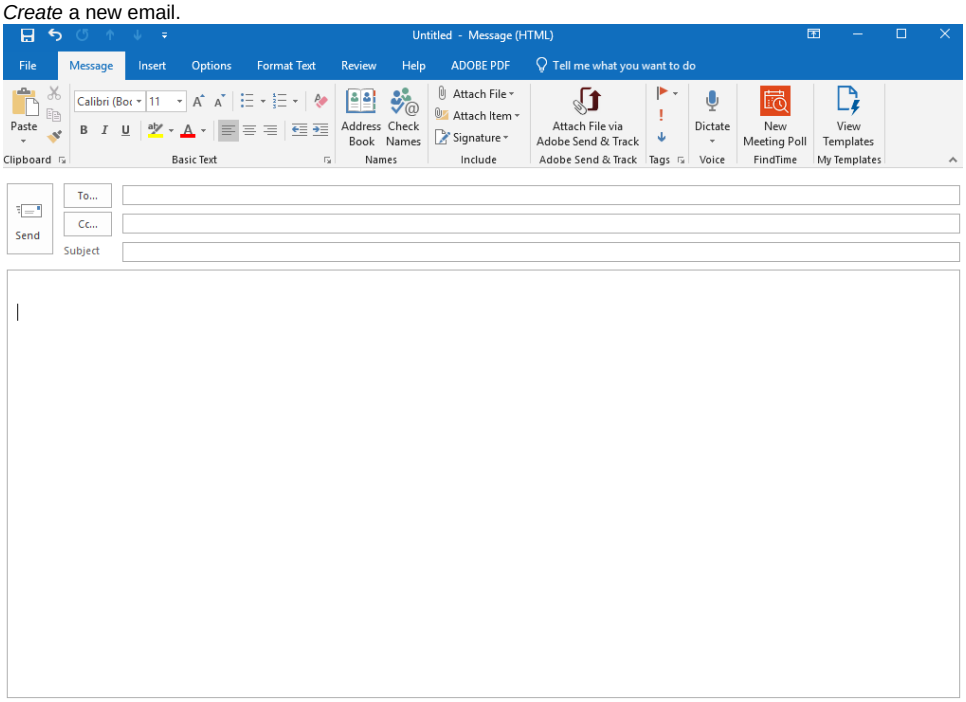
Each staff member has a pre-made signature, use this tutorial to view your signature which will attach to your email.

- Automatically adding Email Signatures
  - Outlook Desktop App
  - Outlook Web App
- Related articles

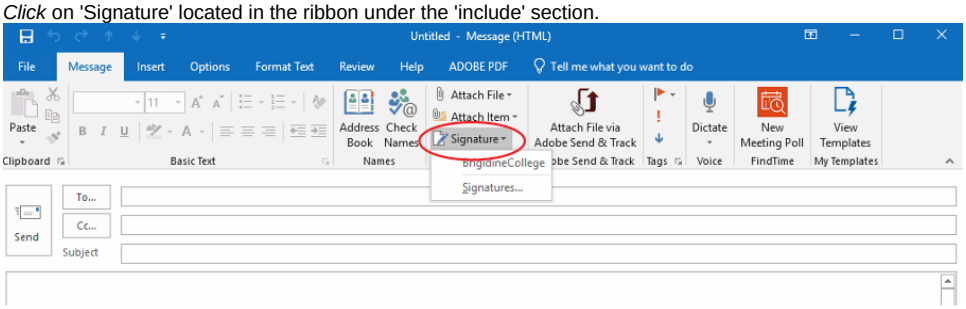
Automatically adding Email Signatures

Outlook Desktop App

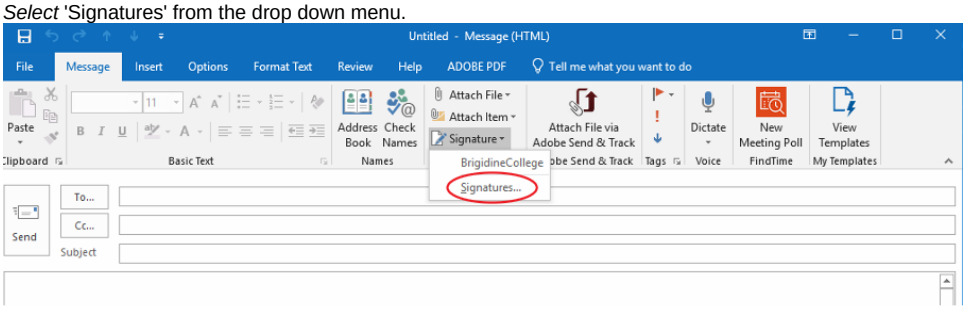
1. *Create* a new email.



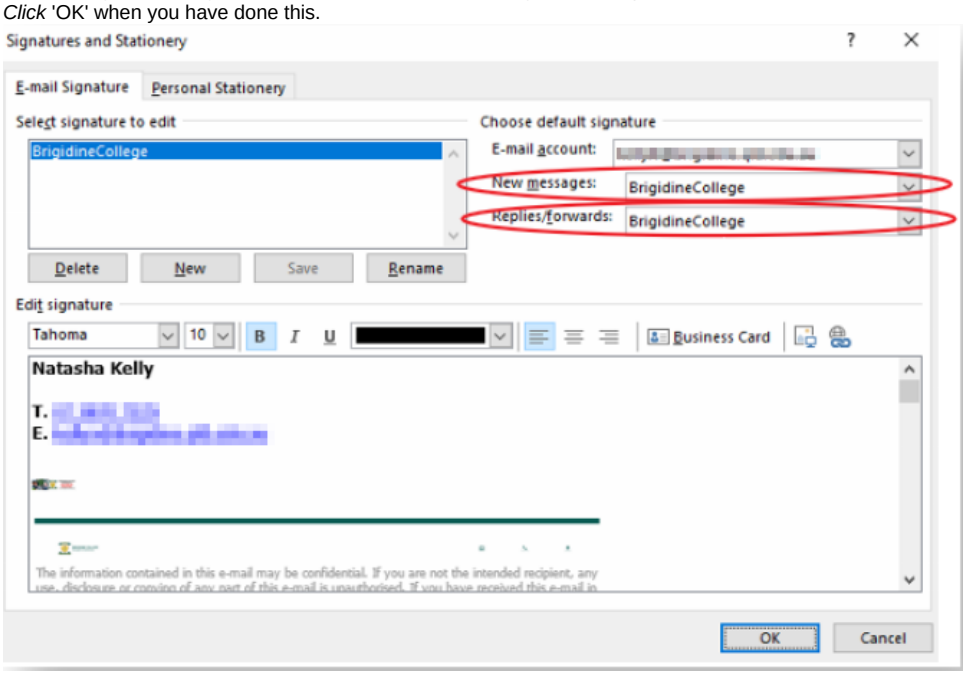
2. *Click* on 'Signature' located in the ribbon under the 'include' section.



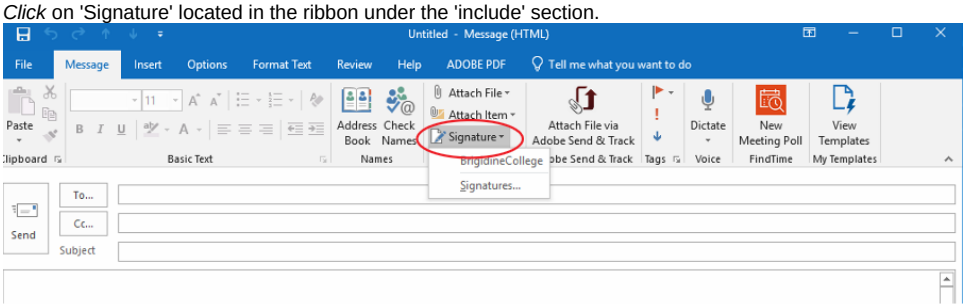
3. *Select* 'Signatures' from the drop down menu.



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

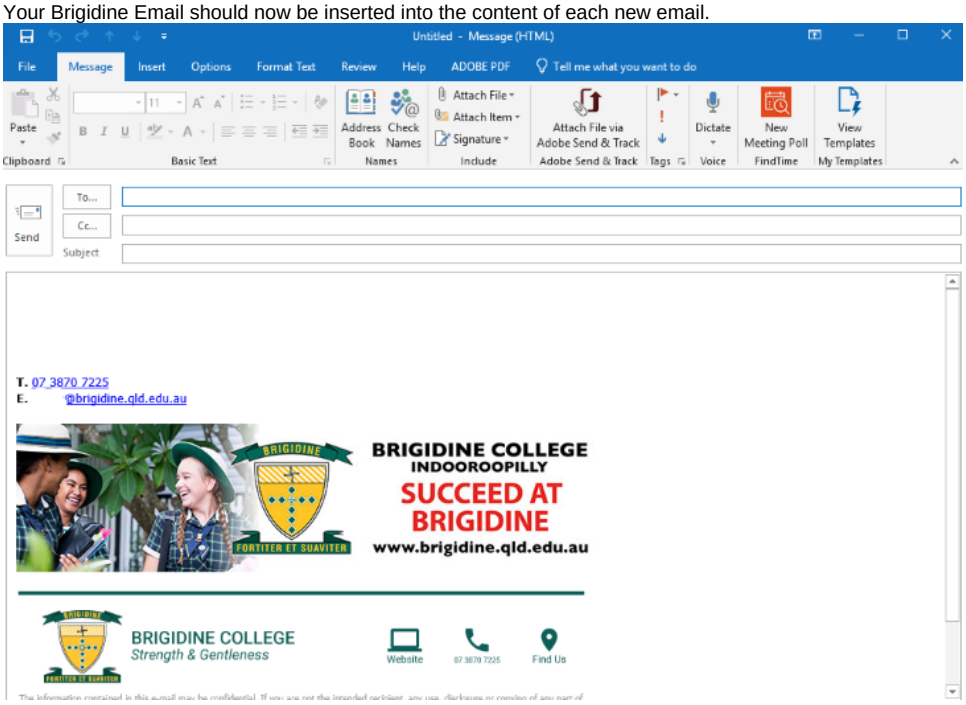


5. *Click* on 'Signature' located in the ribbon under the 'include' section.



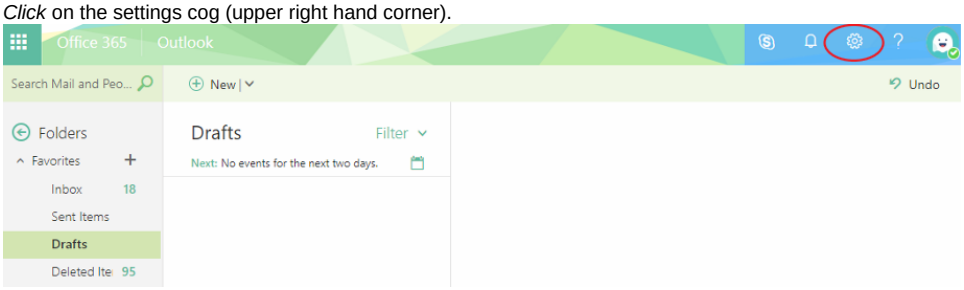
> **Please Note:** The signature will now be automatically applied to every email very subsequent email. Continue onto Step 6 to attach it...

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

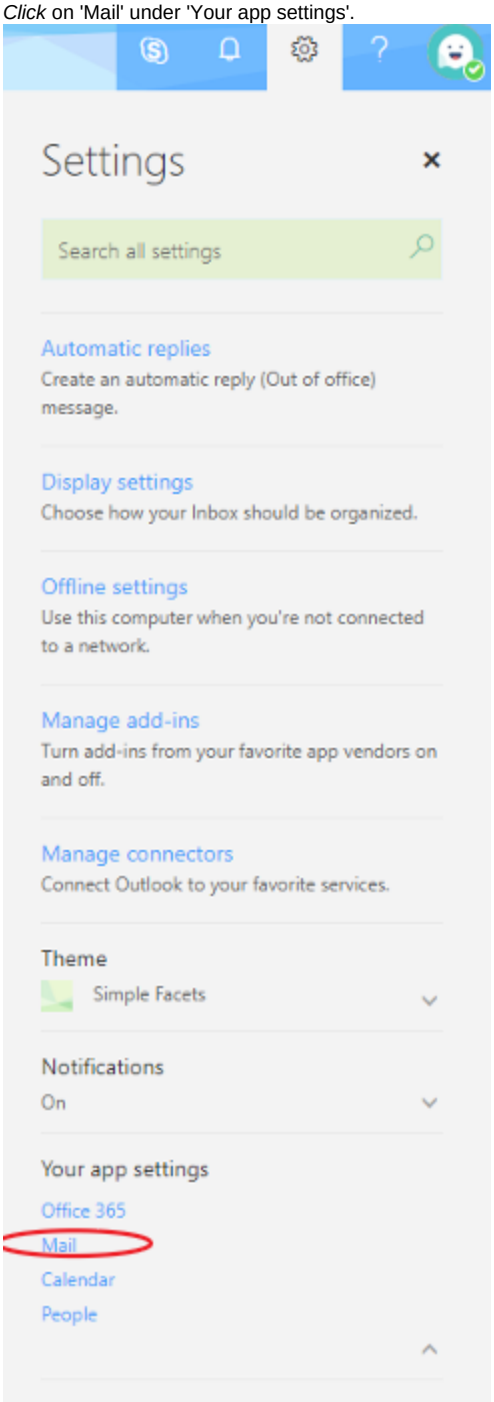


Outlook Web App

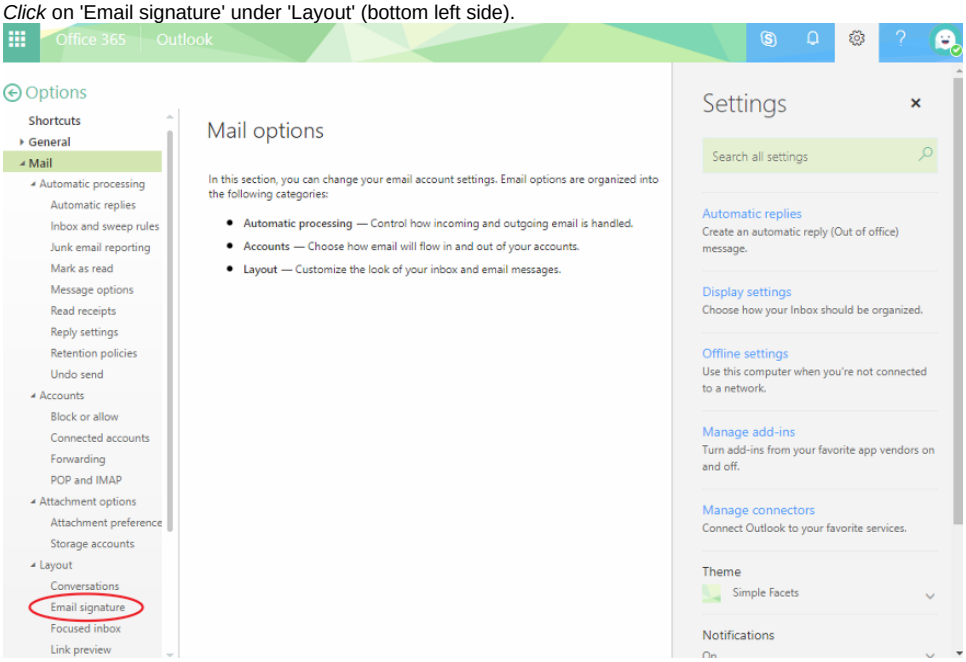
1. *Click* on the settings cog (upper right hand corner).



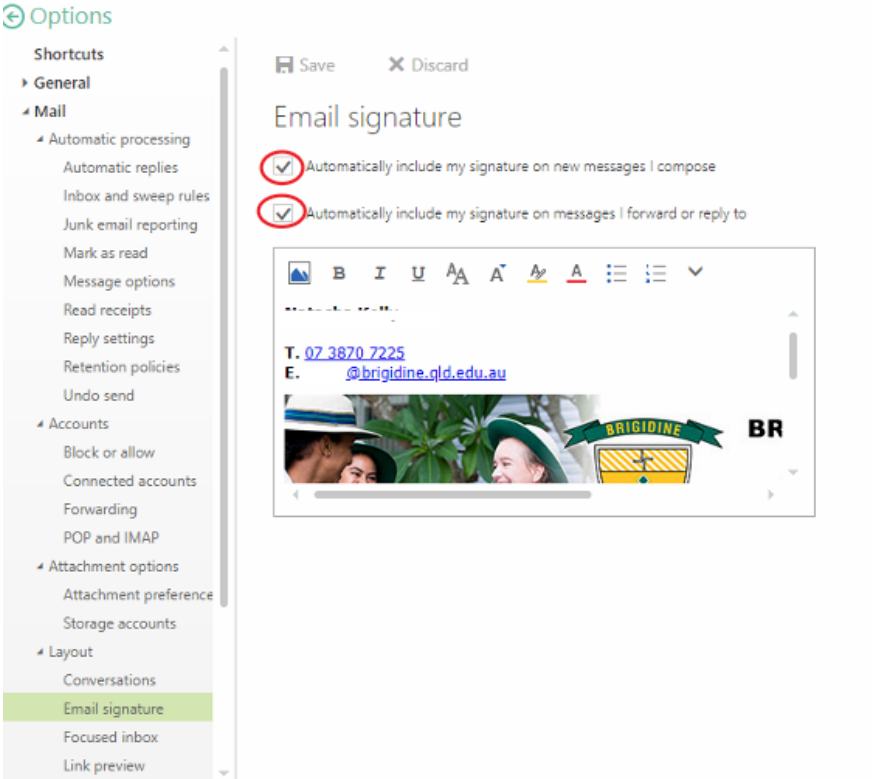
2. *Click* on 'Mail' under 'Your app settings'.



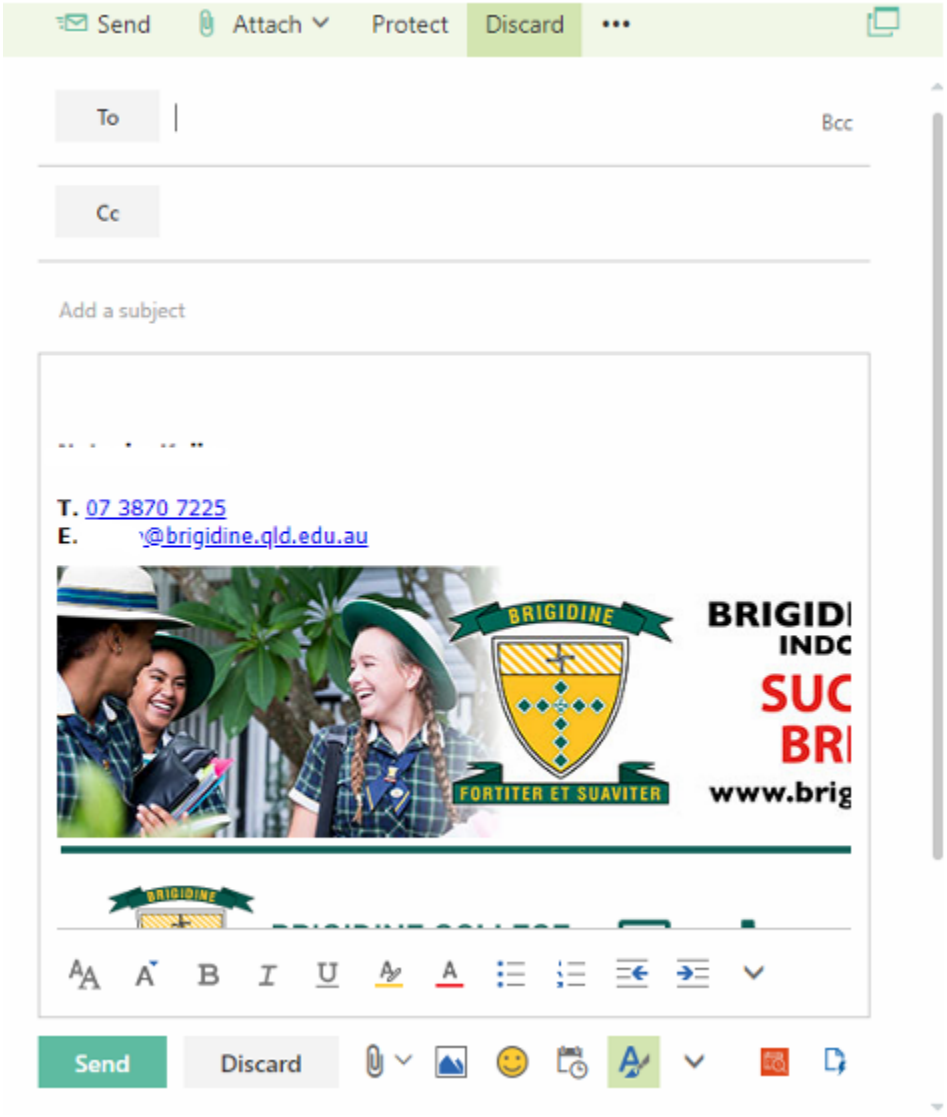
3. *Click* on 'Email signature' under 'Layout' (bottom left side).



4. Ensure the two boxes are ticked.



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



Related articles

- Responding to your tickets (Email)
- Out of Office Auto-Reply
- Sharing OneDrive file/folder for email
- SharePoint Alerts
- Outlook Send from another email