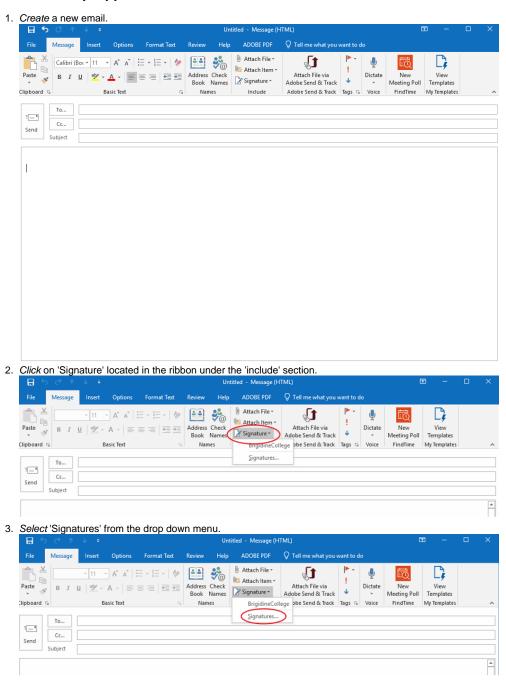
Email Signatures in Outlook

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

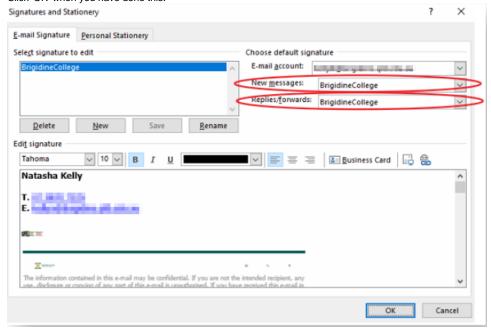
- Automatically adding Email Signatures
 - Outlook Desktop App
 - Outlook Web App
- Related articles

Automatically adding Email Signatures

Outlook Desktop App



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

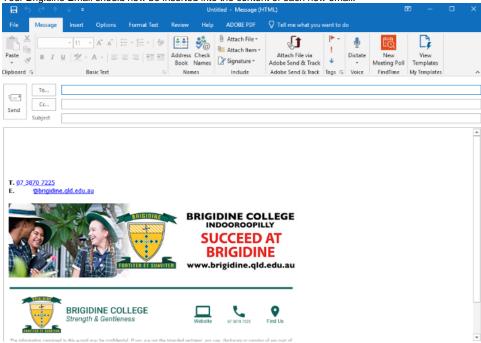


5. Click on 'Signature' located in the ribbon under the 'include' section.



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

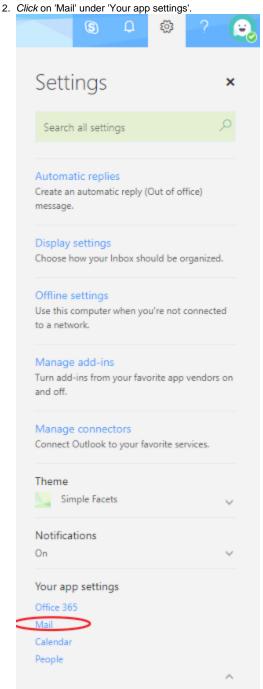
6. Your Brigidine Email should now be inserted into the content of each new email.



Outlook Web App

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





3. Click on 'Email signature' under 'Layout' (bottom left side). Options Settings Shortcuts Mail options ▶ General Search all settings ⊿ Mail In this section, you can change your email account settings. Email options are organized into the following categories: ▲ Automatic processing Automatic replies Automatic replies $\bullet \quad \text{Automatic processing} - \text{Control how incoming and outgoing email is handled}.$ Inbox and sweep rules Create an automatic reply (Out of office) Accounts — Choose how email will flow in and out of your accounts. Junk email reporting Mark as read Layout — Customize the look of your inbox and email messages. Message options Display settings Choose how your Inbox should be organized. Read receipts Reply settings Retention policies Undo send to a network ▲ Accounts Block or allow Connected accounts Turn add-ins from your favorite app vendors on Forwarding and off. POP and IMAP Attachment preference Connect Outlook to your favorite services.

Theme

Simple Facets

Notifications

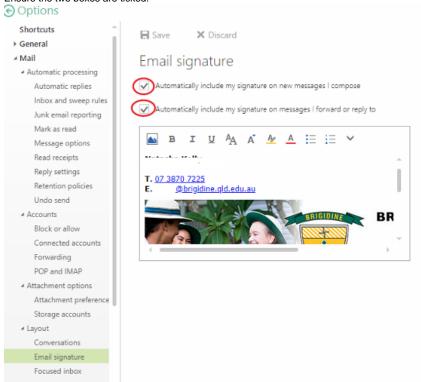
4. Ensure the two boxes are ticked.

Storage accounts

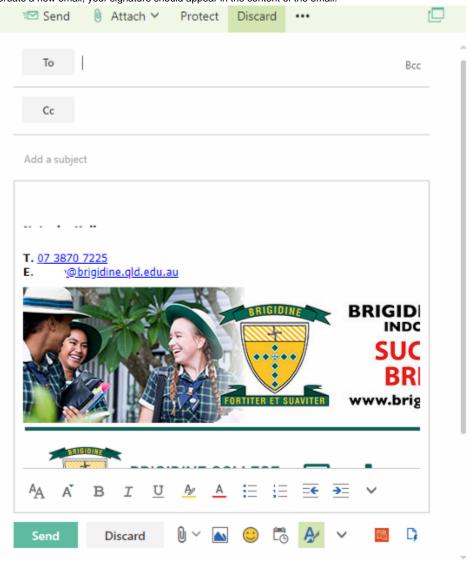
Conversations

Email signature

Link preview



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



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