

# Email Signatures in Outlook

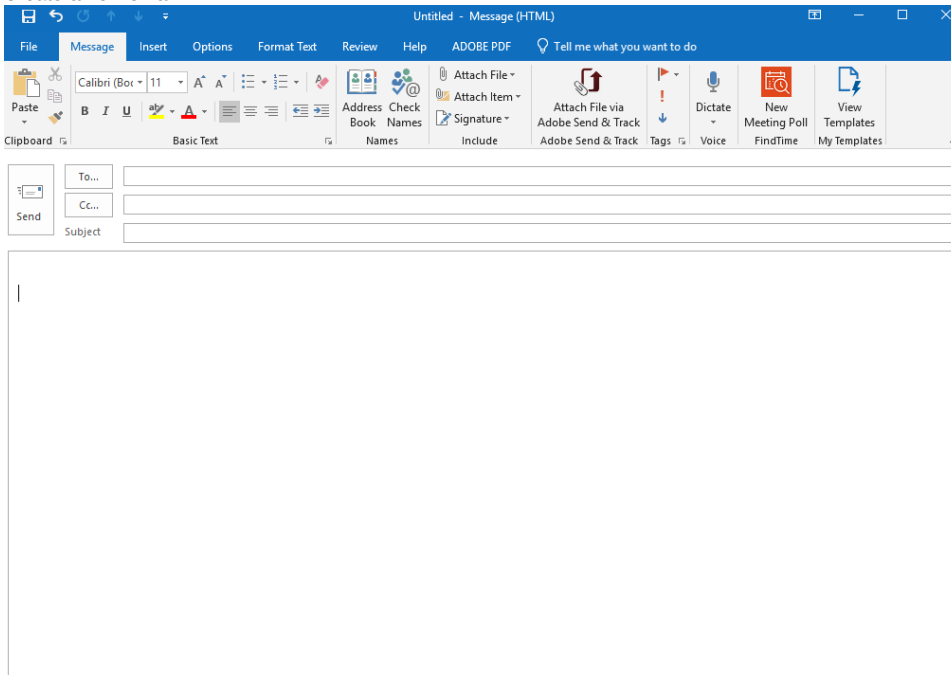
Each staff member has a pre-made signature, use this tutorial to view your signature which will attach to your email.

- [Automatically adding Email Signatures](#)
  - [Outlook Desktop App](#)
  - [Outlook Web App](#)
- [Related articles](#)

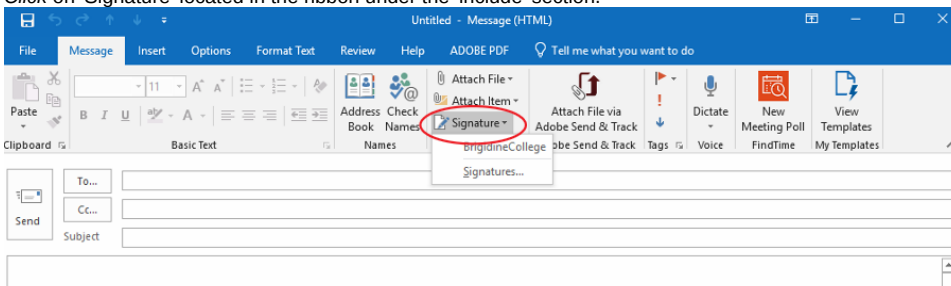
## Automatically adding Email Signatures

### Outlook Desktop App

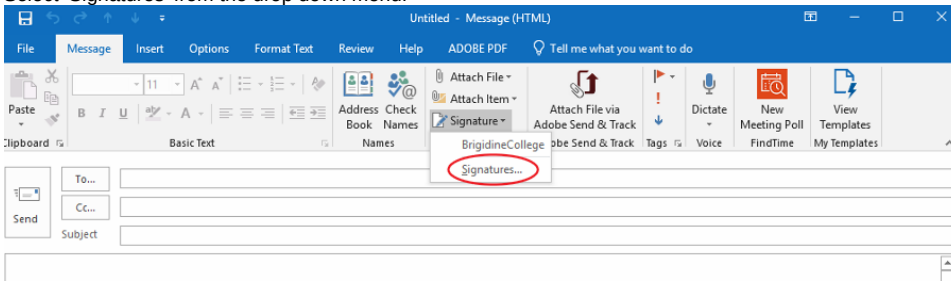
1. Create a new email.



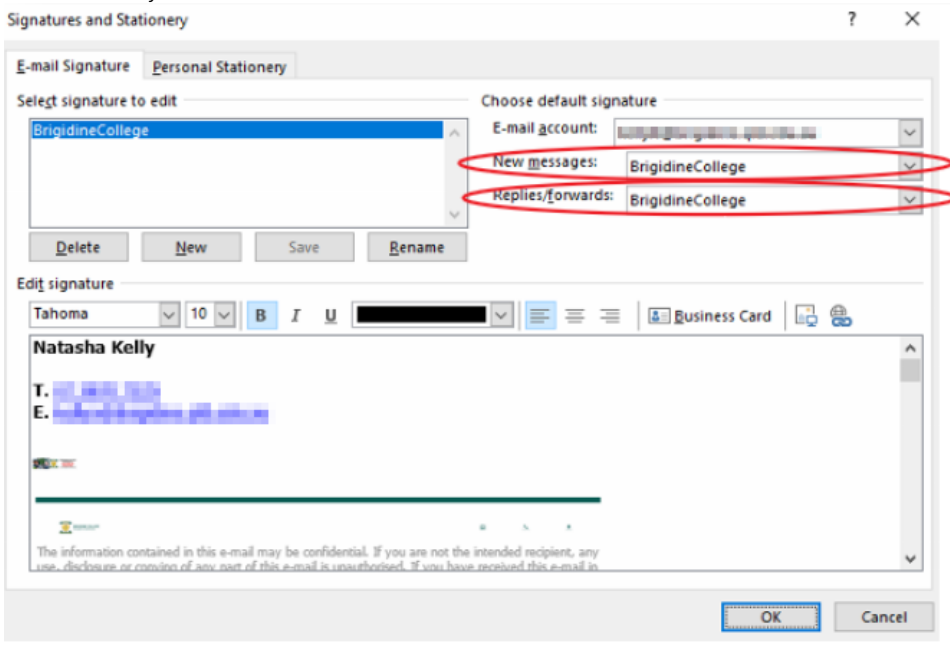
2. Click on 'Signature' located in the ribbon under the 'include' section.



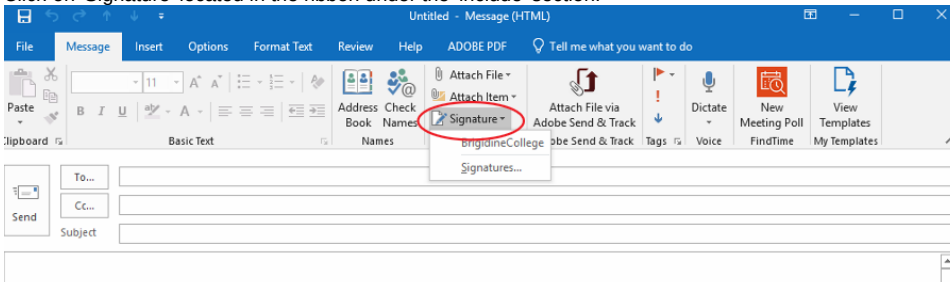
3. Select 'Signatures' from the drop down menu.



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

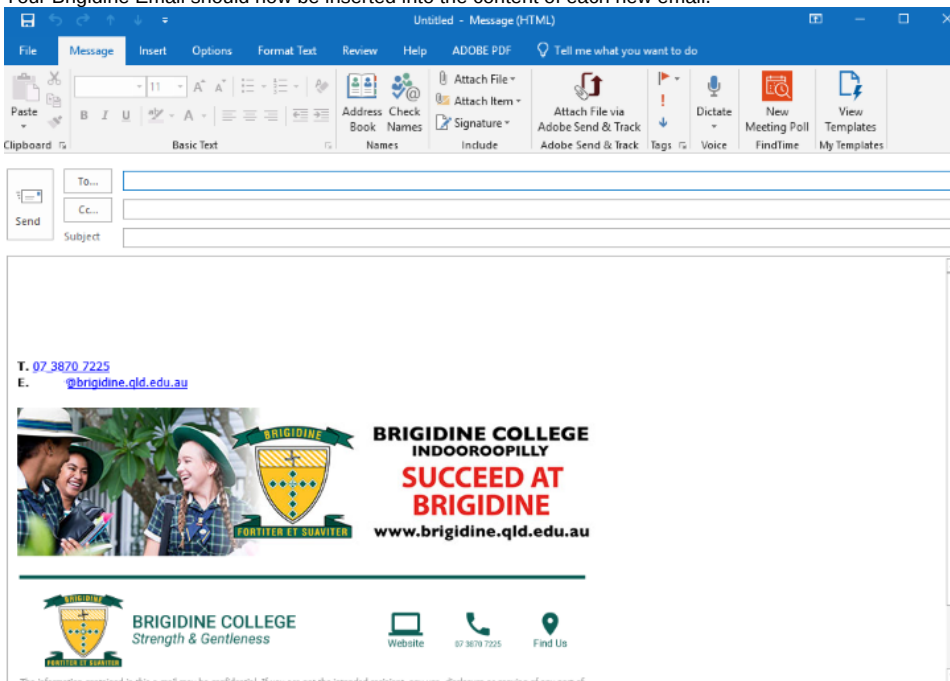


- Click on 'Signature' located in the ribbon under the 'include' section.



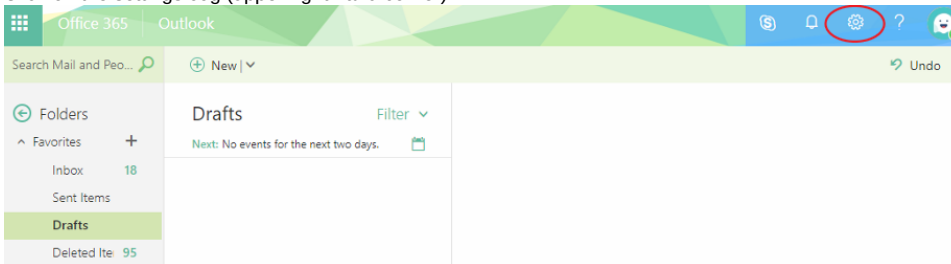
**Please Note:** The signature will now be automatically applied to every email very subsequent email. Continue onto Step 6 to attach it...

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

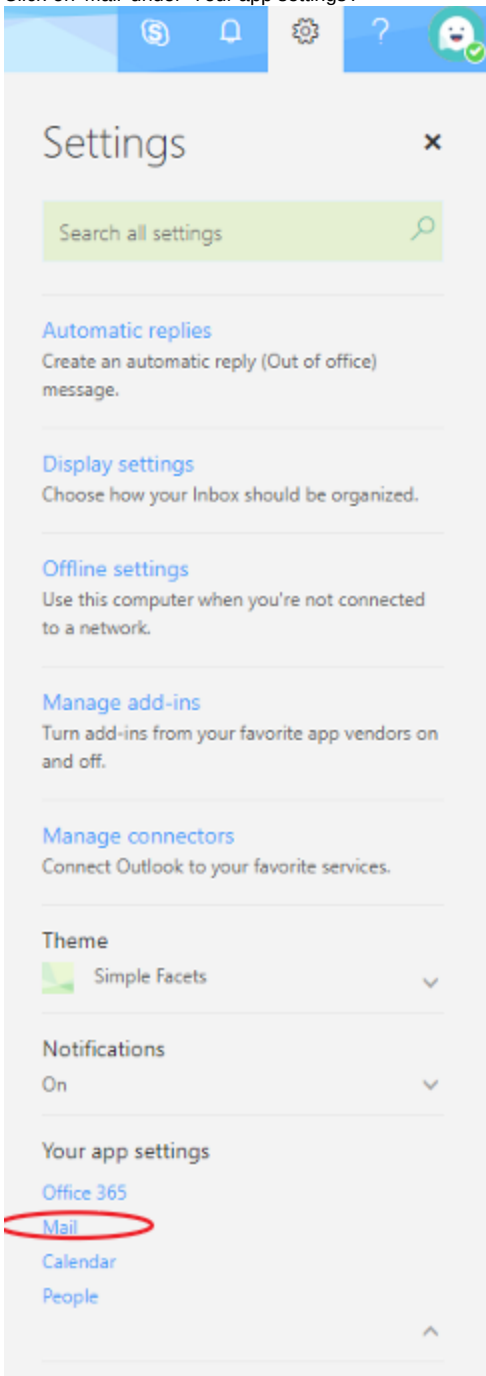


## Outlook Web App

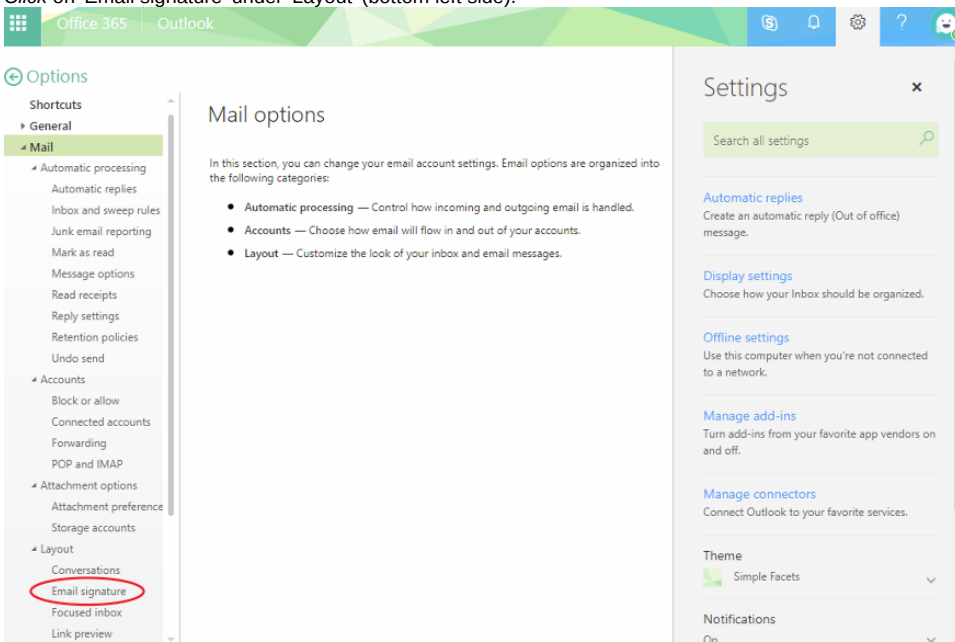
1. Click on the settings cog (upper right hand corner).



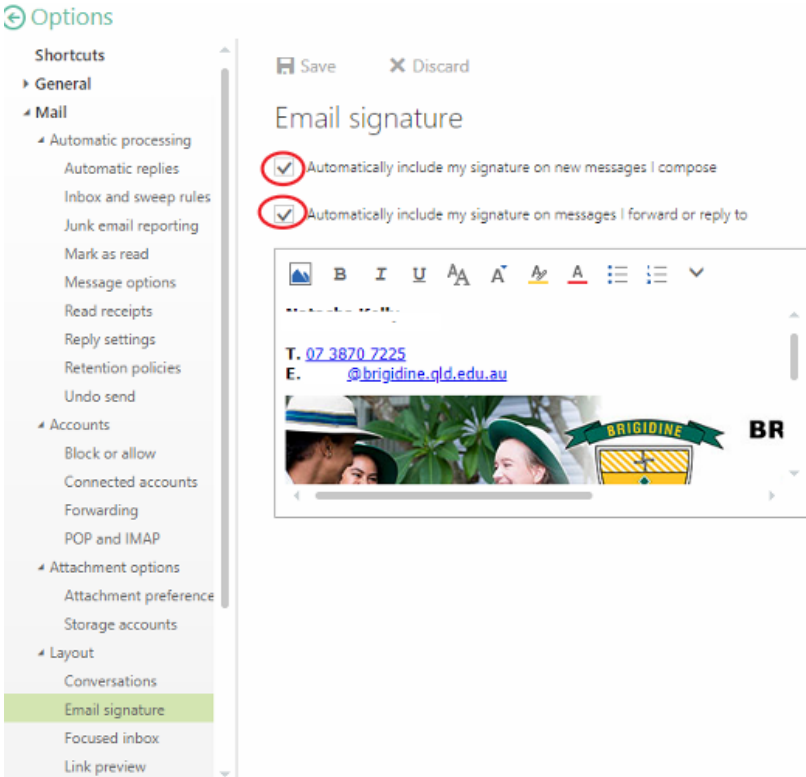
2. Click on 'Mail' under 'Your app settings'.



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.

Send Attach ▼ Protect Discard ...

To | Bcc

Cc

Add a subject

...

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



BRIGIDINE  
INDC  
SUC  
BRI  
www.brig

BRIGIDINE

AA A B I U A A ...

Send Discard ...

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