

HOW TO ADD YOUR EMAIL SIGNATURE

- 1) Download Email Signature Text.
 - a) Edit text with your information.
 - b) Hyperlink email address. Highlight and Right-click mouse to bring up contextual menu. Add email address.
 - c) UArizona College of Medicine Phoenix logo and social media icons are already hyperlinked.
 - d) Select all and Copy.



2) Go to Outlook. Click the File tab.

3) Click on Options.



4) Click on Mail. Click on Signatures.





5) Click on New. Edit Signature Name. Paste into Edit Signature box. Click Save.

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Ryan Loebe sign	ature		<u>^</u>	E-mail account:	rloebe@email.arizona.edu	1
				New messages:	(none)	1
				Replies/forwards:	(none)	1
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Make sure New Messages and Replies/Forwards drop-down menus have the correct Signature Name selected. Click OK.

- 6) If hyperlinks were NOT completed in step 1),
 - a) Highlight text or image. Right Click mouse or Click on Globe icon.
 - b) From contextual menu, Add hyperlink to email or webpage address.



c) Click OK.