

Creating Signatures in Microsoft Outlook 2016 for the PC

The following explains how to create a KSU-standard email signature and insert it into Microsoft Outlook 2016 for the PC:

1. In the *Firefox* or *Chrome* browser, navigate to <https://emailsignature.kennesaw.edu>.
2. The *Email Signature Login* page will appear. Enter your **NetID** and **Password** (See Figure 1).
3. Click **Login** (See Figure 1).

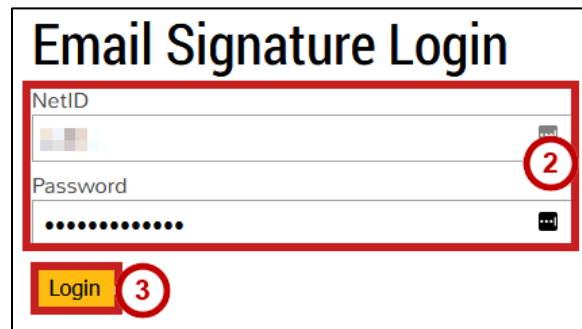


Figure 1 - Email Signature Login

4. The *Email Signature* page will appear. Complete all **fields** of the form to build out your email signature (See Figure 2).
5. As the fields are completed, the signature builder will populate with your information. When finished, click the **signature builder** (See Figure 2).

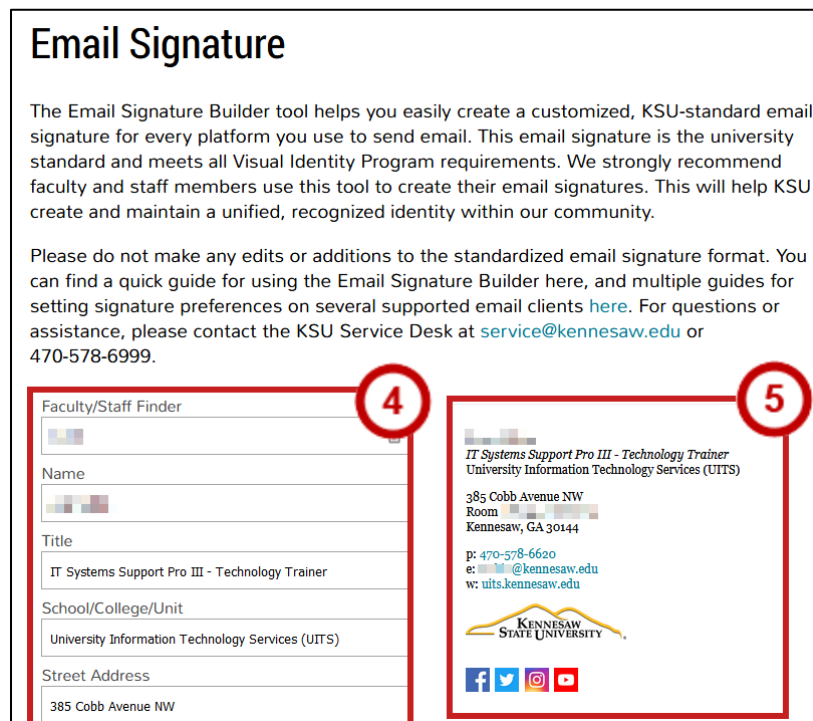


Figure 2 - Signature Builder

6. Your signature will be copied to the clipboard.
7. In *Microsoft Outlook 2016* for the PC, click **New Email**

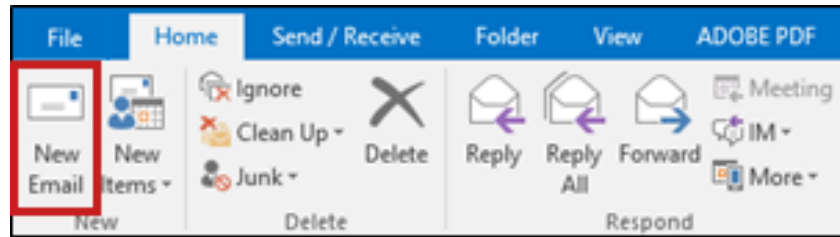


Figure 3 - Click New Email

8. A new message will open. Under the *Message* tab, click **Signature** (See Figure 4).
9. From the drop-down, click **Signatures** (See Figure 4).

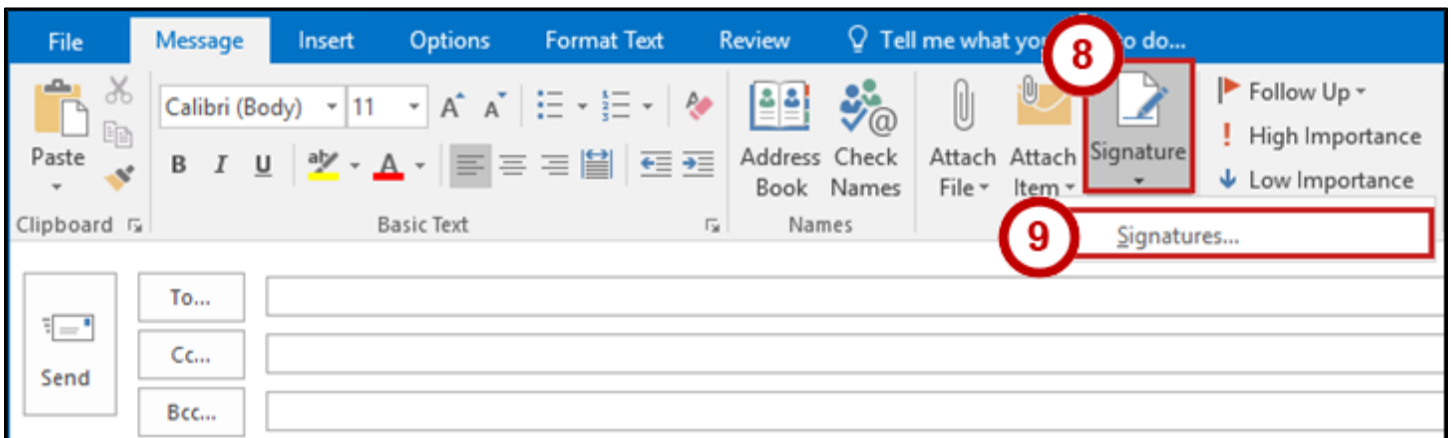


Figure 4 – Click Signature

10. The *Signatures and Stationery* window will open. From the *E-mail Signature* tab, click the **New** button.

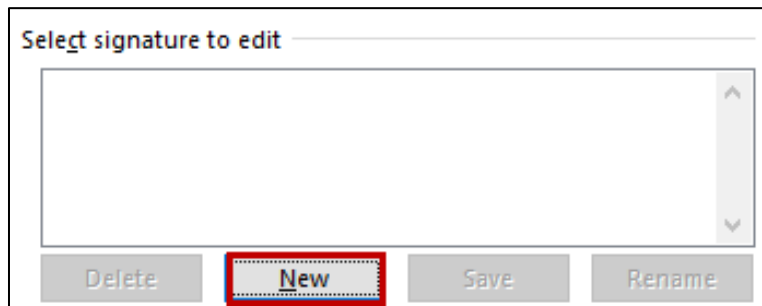


Figure 5 - Signatures and Stationery Window

11. The *New Signature* window will open. Type a name for your new signature and click **OK**.

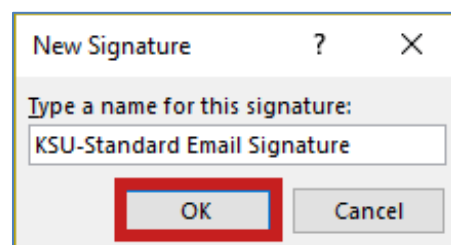


Figure 6 - Name the signature

12. You will be returned to the *E-mail Signature* tab. Click on the **Edit signature** area (See Figure 7).
13. Press **CTRL + V** to paste your signature into the signature area (See Figure 7).
14. Click the **Save** button (See Figure 7).

15. Select the **signature** you saved to use as the default from the drop-down lists for your *New Messages* and *Replies/forwards* (See Figure 7).

16. Click the **OK** button to exit the *Outlook Options* screen (See Figure 7).

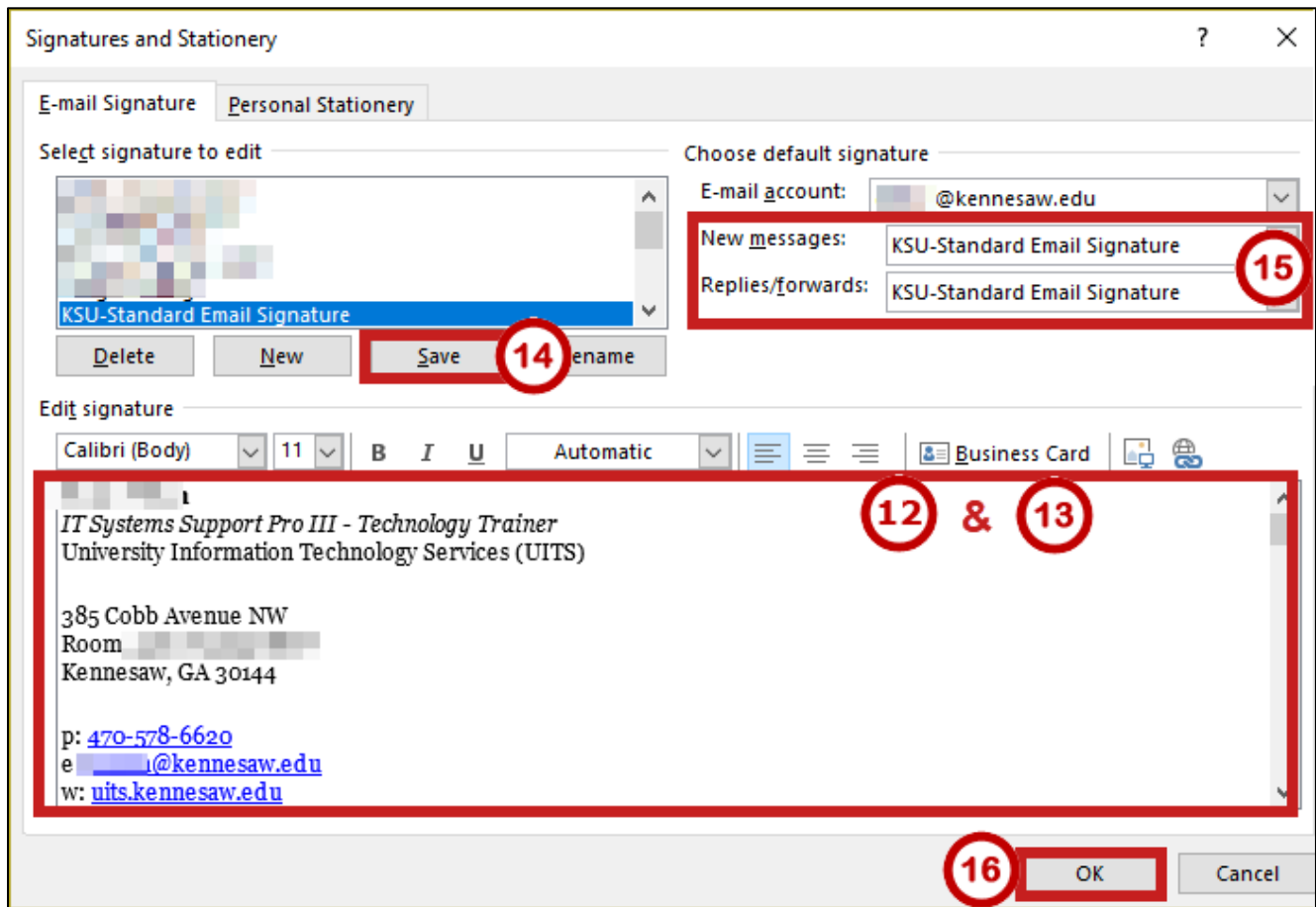


Figure 7 - Edit Signature

17. Your new KSU-standard email signature will be saved and become the default for all new messages and replies/forwards.