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 http://styleguide.kennesaw.edu/email-signature.php.
2. The Email Signature page will appear. Complete all fields of the form to build out your email signature (See Figure 1).

3. As the fields are completed, the signature builder will populate with your information. When finished, click the signature builder (See Figure 1).

4. Your signature will be copied to the clipboard.

5. In Microsoft Outlook 2016 for the PC, click New Email
6. A new message will open. Under the Message tab, click **Signature** (See Figure 3).

7. From the drop-down, click **Signatures** (See Figure 3).

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

9. The **New Signature** window will open. Type a name for your new signature and click **OK**.
10. You will be returned to the *E-mail Signature* tab. Click on the **Edit signature** area (See Figure 6).
11. Press **CTRL + V** to paste your signature into the signature area (See Figure 6).
12. Click the **Save** button (See Figure 6).

13. Select the signature you saved to use as the default from the drop-down lists for your *New Messages* and *Replies/forwards* (See Figure 6).

14. Click the **OK** button to exit the **Outlook Options** screen (See Figure 6).

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