# **How to Change an Email Signature in Microsoft Outlook Exchange**

Instructions: Follow the steps below in order to update or add a new email signature.

1. Within Microsoft Exchange, click the **gear icon** in the top menu.
2. Select **Options**.
3. Select **Email signature** nested within the *Mail* > *Layout* label groups.



***Continue reading…***

1. The email signature will be created in **three sections**: *details*, *logo*, and *address*.
Please follow these steps accordingly in the next outline of steps:

**Section 1: Details**
**Instructions:** Copy and paste the literal e-mail signature *details* content into your signature email settings. Please choose the content appropriate for your use from the table below:

|  |  |  |
| --- | --- | --- |
|  | **For Staff** | **For Faculty** *(select best of 3 options)* |
| **Option 1** | **Name***Title* | DepartmentMain: 734-462-XXXXDirect: 734-462-XXXX | **Name**Biology ProfessorMain: 734-462-XXXXDirect: 734-462-XXXX |
| **Option 2** | n/a | *Chair of the English Department* | Liberal ArtsEnglish ProfessorMain: 734-462-XXXXDirect: 734-462-XXXX |
| **Option 3** | n/a | **Name**, *PhD*DisciplineMain: 734-462-XXXXDirect: 734-462-XXXX |

After inserting this details text into your signature, keyboard a hard “enter” to move your cursor to the next line where we will insert the logo graphic in the next step.

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1. **Section 2: Logo**
Newer versions of Outlook Exchange do not copy/paste over graphics; therefore, we will need to upload the logo graphic into the signature. To do this, you will need the logo graphic.

**Instructions:**
	1. First we will save the logo graphic to your computer. **Right-click** the logo graphic within this document below and select **Save As Picture** to save this image file to your computer. It is recommended you simply save this to your *desktop* location.

	Logo Graphic:

	
	2. Next, we will *upload* this graphic into your signature. Within Outlook Exchange, ensure cursor positioning is at the next empty line. Select the **image icon**, and **open** the logo graphic file you just saved from your *desktop* location, called **logo-email-signature.png**.

	
	3. After inserting the logo graphic, keyboard a hard “enter” to move the cursor position to the next line where we will lastly insert the address information.

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1. **Section 3: Address**
**Instructions:** Copy and paste the literal e-mail signature address content into your signature email settings. Please choose the content appropriate for your use from the table below:

|  |  |
| --- | --- |
| **Address 1** | 18600 Haggerty Rd., Livonia, MI 48152-2696[schoolcraft.edu](file:///D%3A%5CDownloads%5Cwww.schoolcraft.edu) |
| **Address 2** | 12997 Merriman Rd., Livonia, MI 48150[schoolcraft.edu](http://www.schoolcraft.edu)  |
| **Address 3** | 31777 Industrial Road, Livonia, MI 48150schoolcraft.edu |

1. We have a completed signature! ☺ Lastly, be sure to keep this hard work by clicking **Save**.



Thank you! We know there were a lot of steps involved here. We appreciate your dedicated help in keeping our brand consistent.