

How to create an email Signature using Outlook – MAC version

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF



Services

How to create an email Signature using Outlook – MAC version

Format

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Tools

Window

Help

Message

Step 1: Open your Outlook client.

Navigate to the top of your screen, select and click on **Outlook** in the menu bar

Scroll down to **Settings** and click to select it

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Edit

View

File

Outlook

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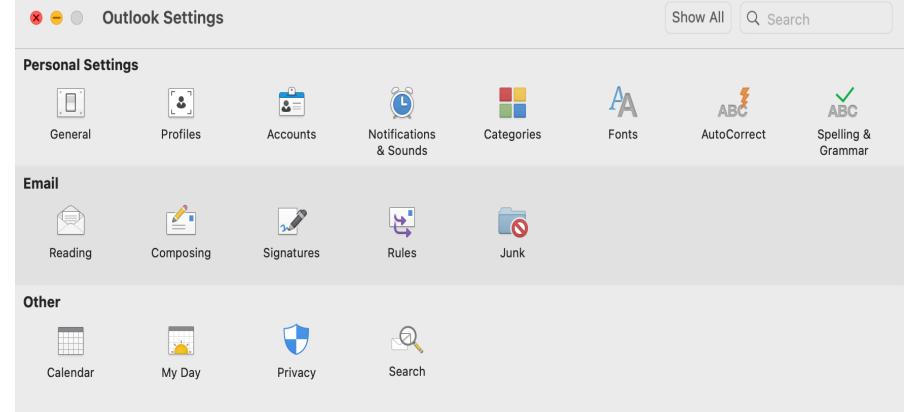


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Step 2:

In Outlook Settings, Navigate to the **Email** section and click to select Signatures



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Step 3: In the Edit signature Window, Select the **+ (plus symbol)** to create a new signature name.

Signatures		Show All	Q Search	
it signature:				
Signature name	Signature Preview			
+ -	Edit			
oose default signature:				
Account:	LBCC ITS Help Desk (helpdesk@lbcc.edu)			0
News			0	
New messages:				

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Step 4:

Create your signature and select Save

• • •								
🖺 Save 🏷 Undo 🤇 Redo								
Signature Name LBCC Help Desk Support								
Calibri (Body) $11 \div A \checkmark B I \cup S \forall \checkmark$								
Warmest Regards,								
ITS Help Desk Support								

Long Beach City College 562-938-4357

Step 5:

In **Choose Default Signature**, select your signature by using the up/down arrow in the **Account** menu along with the option to use it in New Messages or Replies/forward emails.

Signatures		Show All	Q Search						
Edit signature:									
Signature name		Signature Preview							
LBCC Help Desk Support		Warmest Regards,							
+ -	Edit	ITS Help Desk Support Long Beach City College 562-938-4357							
Choose default signature:									
Account:	: LBCC ITS Help Desk (helpdesk@lbcc.edu)								
New messages:	LBCC Help [Desk Support							
Replies/forwards:	LBCC Help [Desk Support	6						

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Questions?

If you run into any issues, or have further questions, feel free to reach out to us!

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