How to Create a Signature in Outlook
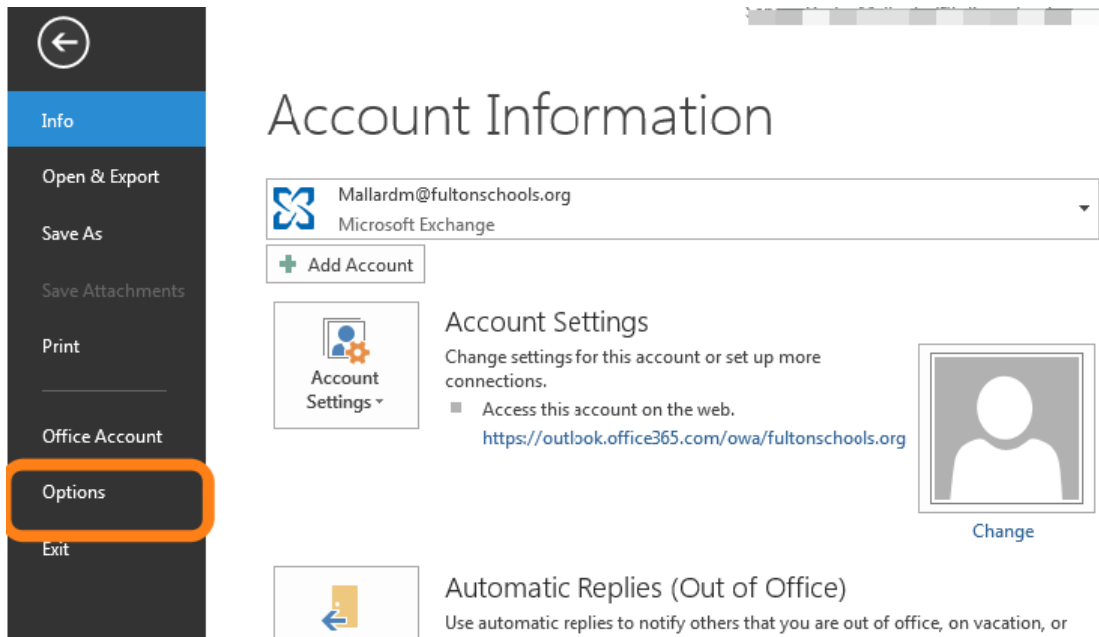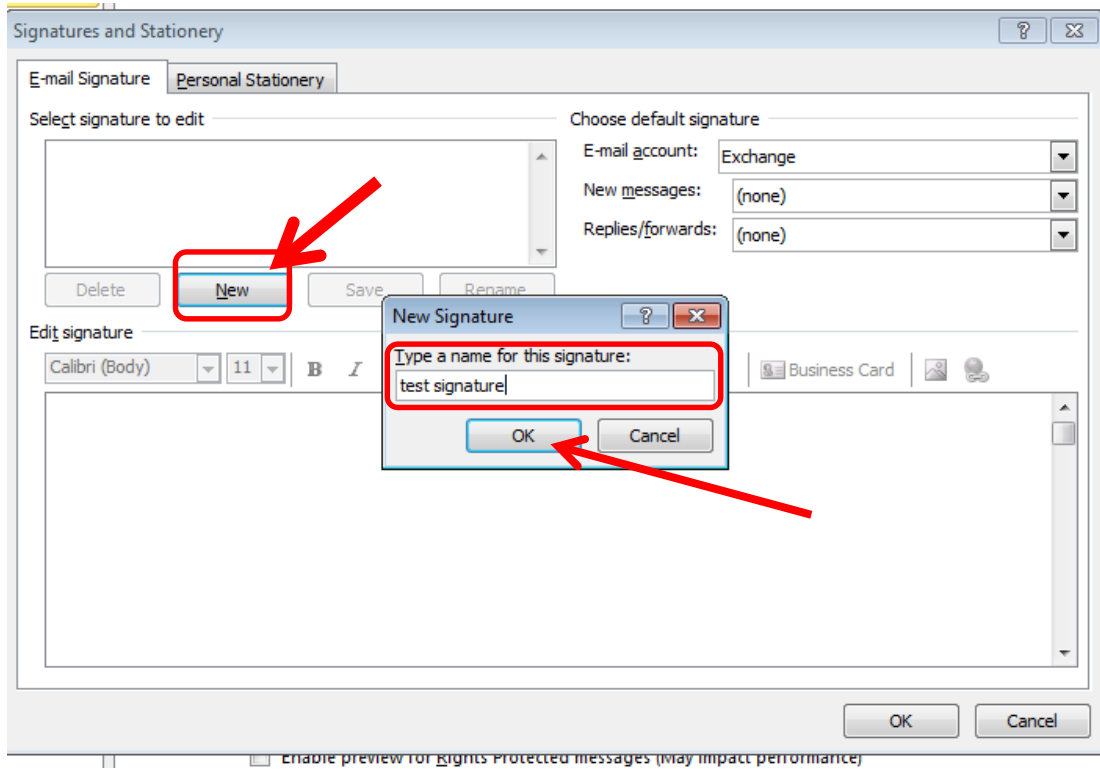
Go to File>Options
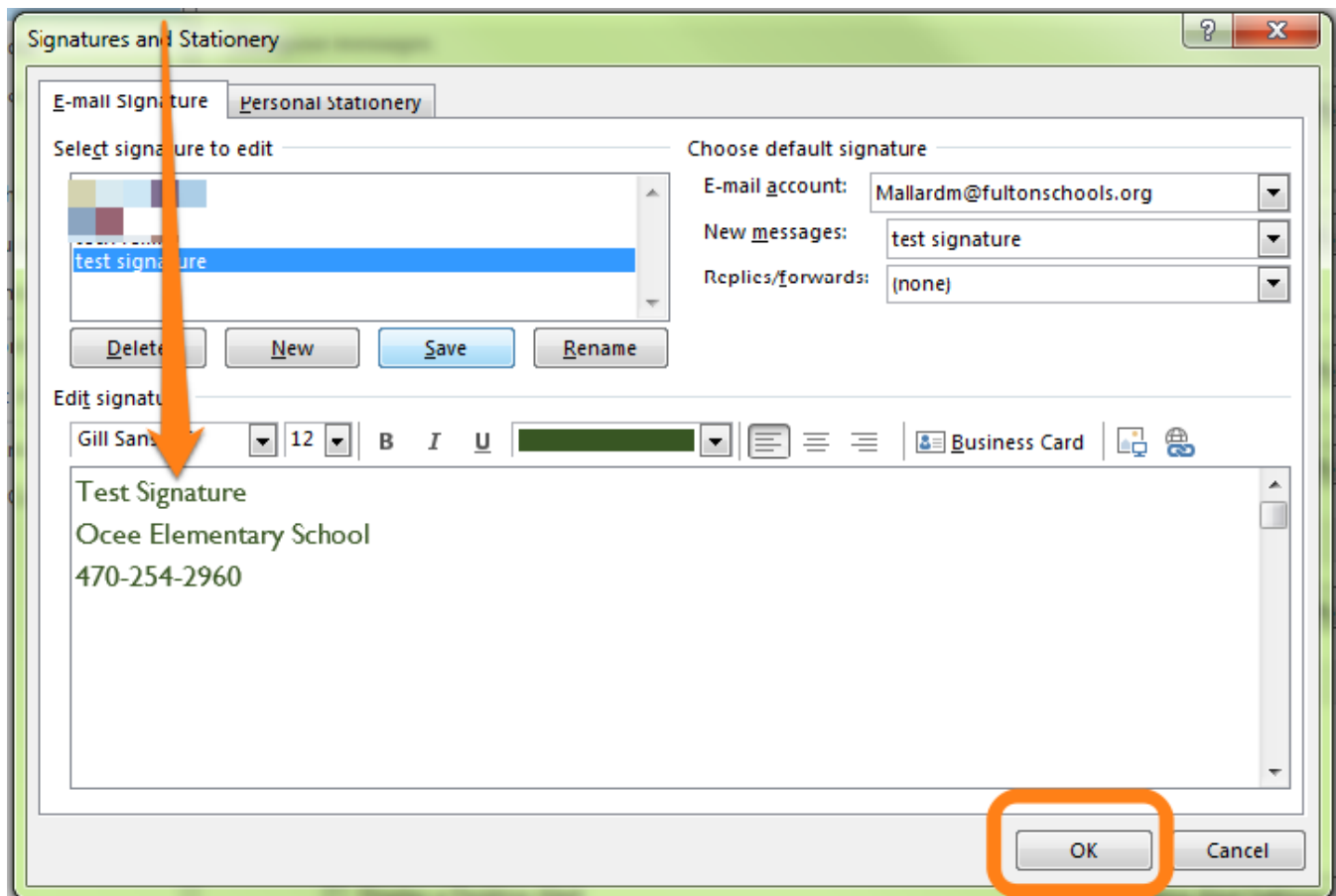
Account Information

Mallardm@fultonschools.org
Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

■ Access this account on the web.
https://outlook.office365.com/owa/fultonschools.org

Change

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or

Info
Open & Export
Save As
Save Attachments
Print
Office Account
Options
Exit

Click on Mail>Signatures

Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Change the settings for messages you create and receive.

Compose messages

Change the editing settings for messages.   Editor Options...
Compose messages in this format: HTML

ABC ☐ Always check spelling before sending   Spelling and Autocorrect...
☑ Ignore original message text in reply or forward

Create or modify signatures for messages.   Signatures...

Use stationery to change default fonts and styles, colors, and backgrounds.   Stationery and Fonts...

Outlook panes

Customize how items are marked as read when using the Reading Pane.   Reading Pane...

Message arrival

When new messages arrive:
☑ Play a sound
☐ Briefly change the mouse pointer
☑ Show an envelope icon in the taskbar
☐ Display a Desktop Alert   Desktop Alert Settings...
☐ Enable preview for Rights Protected messages (May impact performance)

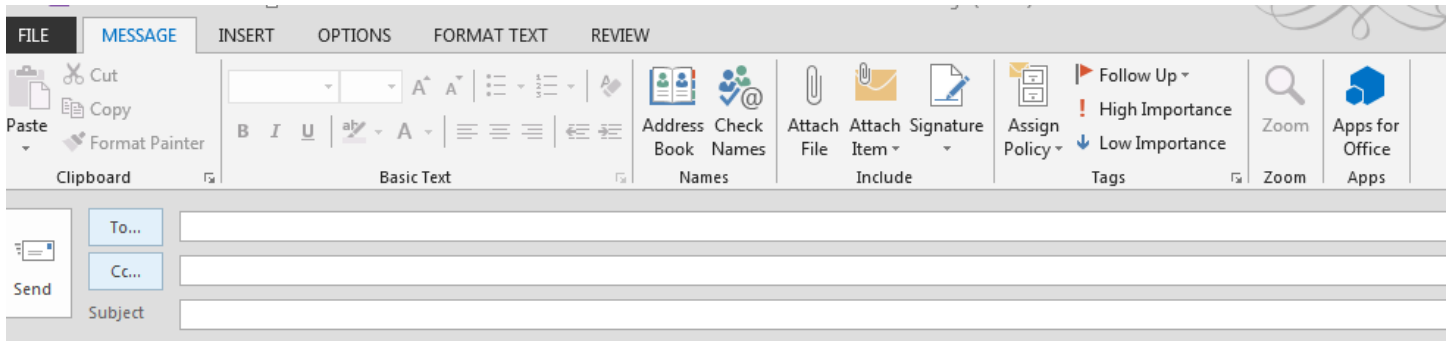**Conversation Clean Up**

OK   Cancel

Click on New>and Type in a name for your signature>OK

Type in your signature>click OK

When you open a new email your signature will be there!

Test Signature
Ocee Elementary School
470-254-2960

You can create a new signature for your reply email or select the current signature for replies and forwards.