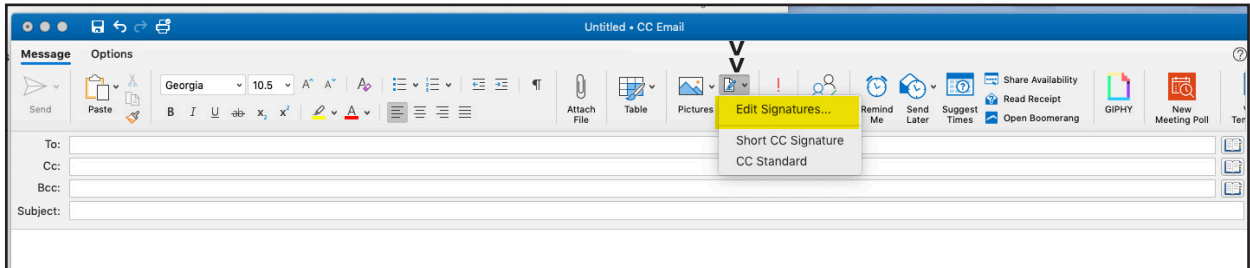


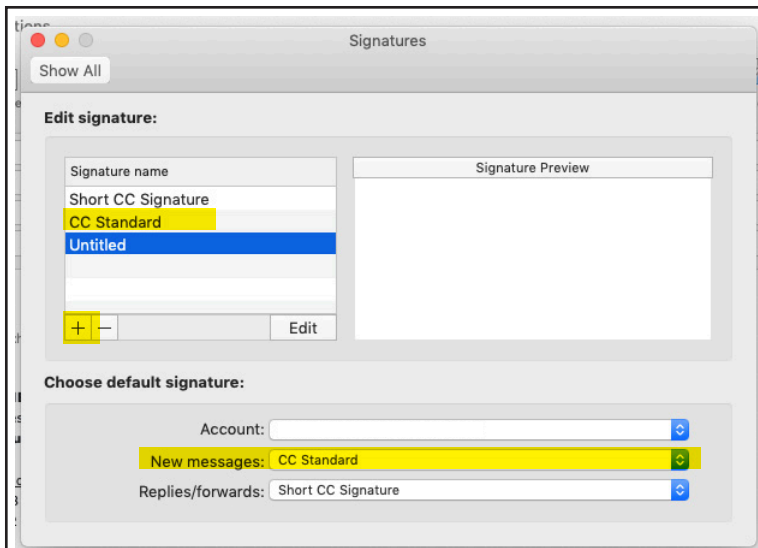
## Adding an email signature to Outlook Desktop Applications

The process for adding an email signature is similar on both PC and Mac versions of Outlook. The screenshots used in this tutorial are from a Mac computer, but options will be similar on a PC. To make sure you are using the latest version of Outlook, download the application for free on the CC website: [www.coloradocollege.edu/offices/its/guides/purchase-technology/install-office](http://www.coloradocollege.edu/offices/its/guides/purchase-technology/install-office)

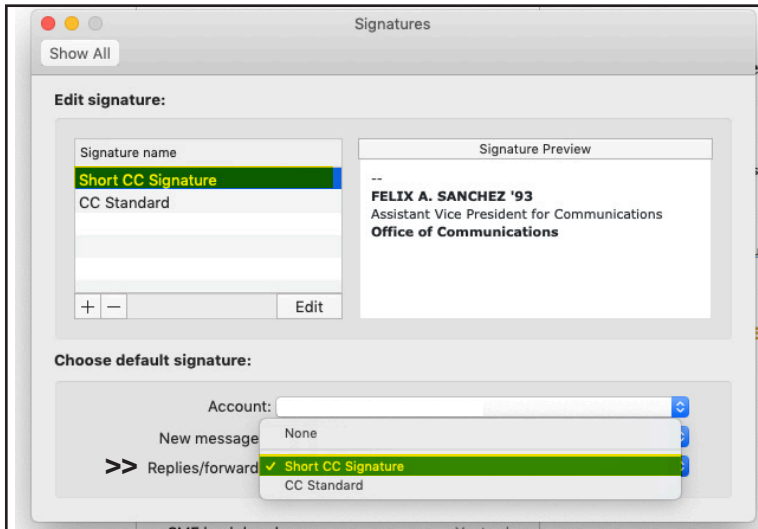
- 1 The easiest way to add an email signature is to start a new email in Outlook and select the Signature icon from the top menu bar and choose “Edit Signatures”:



- 2 Click on the + icon at the bottom of the “Edit signature” window and paste in the formatted signature you created with the email signature generator from the CC website. Give your new signature a title; in the example below, the title is “CC Standard.” Make sure all new messages are set to use the new signature from the menu item below. Close the window and hit “Save” when prompted. Your new signature is ready to use!



**3** If you don't want your full signature to appear on subsequent replies or forwards, you may create another email signature that is shorter. Use the steps from above to create an additional email signature with less information, and give it a new title; the example below uses "Short CC signature" as a title. Then, select the shorter email signature in the "Replies/forward" drop-down menu shown below. You may also choose "None" if don't want an email signature to appear on all replies and forwards.



### Adding an email signature to the web version of Outlook/Office365

If you use the web version of Outlook, you may add an email signature by clicking on the settings "gear" icon in the top right corner and select app settings for "Mail". In the next window (shown below), scroll down to Layout > Email signature and paste your signature generated from the CC website into the blank window and click "Save." Make sure you have the "Automatically include my signature..." box checked. If you don't want your signature to appear on each reply or forward, uncheck the box next to the following setting.

