*For PC/Outlook users:*

1. Using **Microsoft Word**, Open the signature file.
2. Select and Copy the contents.
3. Navigate to the signature creation area in **Outlook**. (For help finding this refer to \*\*)
4. Paste the contents.
5. Edit the template signature to personalize appropriate fields.
6. Drop down the *New Messages field* and select the new signature so it show at the bottom of new messages.
7. Save and exit.

\*\**If you need further help on finding or editing your signature in OUTLOOK you can consult this document of the campus network.*

[\\jaguar.admin.esu.edu\campus\EMAIL\_SIG](file:///\\jaguar.admin.esu.edu\campus\EMAIL_SIG)

*For Mac/Outlook users:*

1.     Using **Microsoft** **Word**, open the signature file

2.     Select and Copy the contents in the file

3.     Go to your **Outlook** and on the Outlook menu, click **Preferences**

4.     Under **Email**, click **Signatures**

5.     Under **Signature Name**, click the + to **Add a signature**

6.     Double-click **Untitled**, and enter a name for the new signature. The name you give your signature is for your reference. It doesn't appear in the signature of your messages

7.     Paste the contents you copied in Step 2 in the appropriate area and edit accordingly

8.     Under **Choose default signature**, select the signature you want to use as your default signature for new messages and for replies and forwards

9.     Close the dialog box

Should you need assistance, please contact the ESU Helpdesk at 570-422-3789.