**How to Create or Update your Signature in Outlook**

**Applies To:**  Microsoft Outlook 2013, 2016

**Important:** If you use Outlook and Outlook on the web (mail.queens.edu), you need to create a signature in each.

To setup your Queens Email Signature in Outlook:

* 1. Create a new email message.
	2. On the **Message** tab, in the **Include** group, choose **Signature** > **Signatures**.



* 1. If you currently **do not** yet have a signature, under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a name for the signature.
	2. Under **Choose default signature**, set the following options for your signature:
		+ In the **E-mail account** list, enter your email address
		+ In the **New messages** list, choose the signature that you just added
		+ In the **Replies/forwards** list, again, choose the signature that you just added

 

* 1. Under **Edit signature**, copy and paste the template below
	2. Change the default values for Name, Title, Department, and Phone numbers to your own, and when you are finished choose **OK**
	3. **That’s it, you are now finished!**

FIRST NAME LAST NAME

TITLE

Department

xxx.xxx.xxxx | direct­­

xxx.xxx.xxxx | cell

xxx.xxx.xxxx | fax

