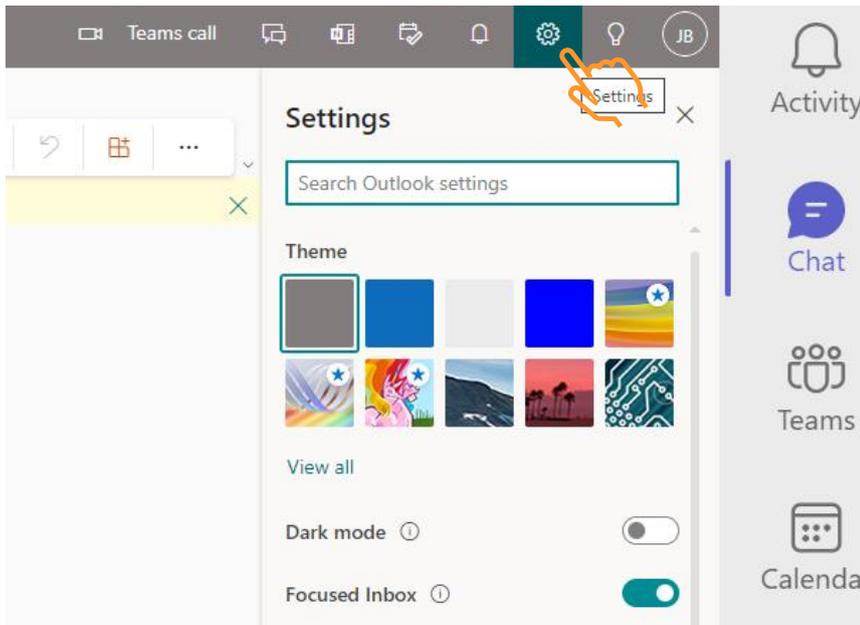


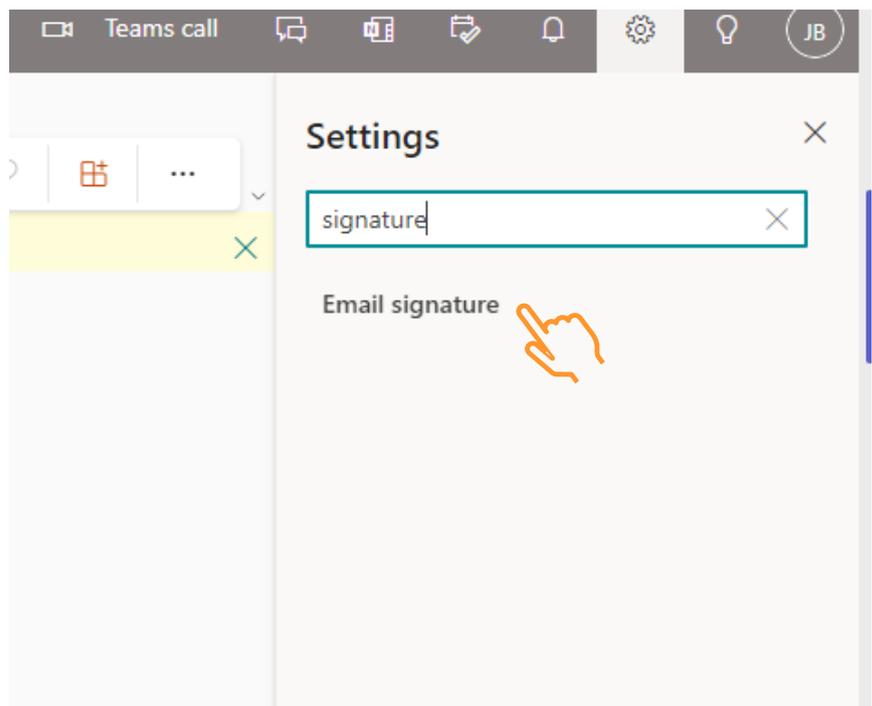
Set an Automatic Signature

This guide will show you how to set an automatic signature on your emails so that when you send and reply to emails all of the important information such as your name, role, contact details are automatically displayed at the bottom of your email.

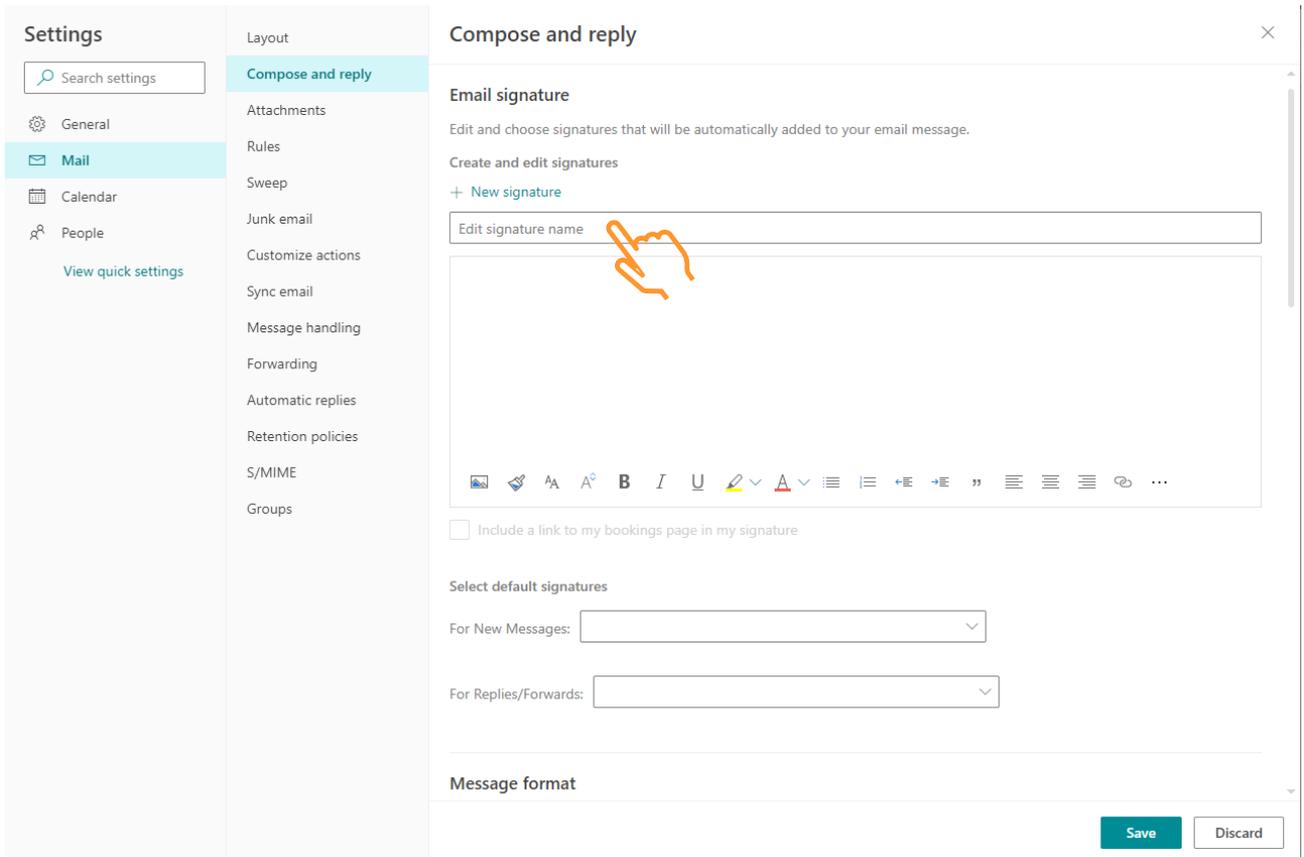


From the Outlook home page click on settings in the top right-hand corner of your page.

Type the word 'signature' into the search box then click on Email signature.

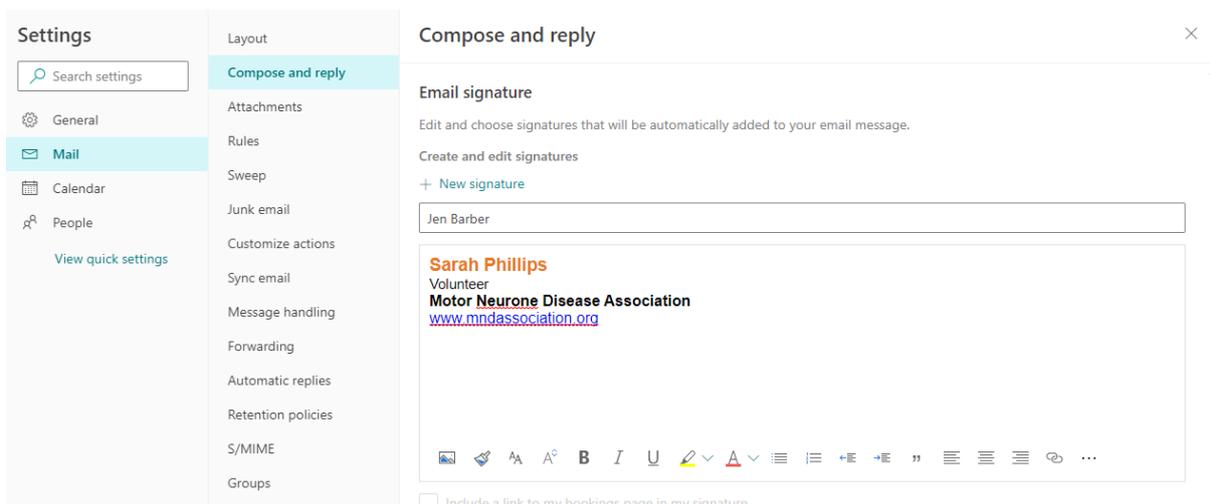


The below screen will appear. In the Edit signature name box type what you would like to call your signature. I have chosen my name.



Next, copy and paste the below template into the template box as shown below. You can edit your name and role into the areas indicated. The font, colour and size should remain the same.

<Your name>
<Your volunteer role>
Motor Neurone Disease Association
www.mndassociation.org



After this you need to select which messages you would like your signature to appear on. The suggestion is select New Messages and Replies/Forwards.

Select default signatures

For New Messages:

For Replies/Forwards:



Your screen should look like the below instead showing your signature name. Next click Save.

Select default signatures

For New Messages:

For Replies/Forwards:

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

Always show Bcc

Always show From



When you create a new email your new signature will automatically display as shown below.

To |

Cc

Bcc

Add a subject

Sarah Phillips
Volunteer
Motor Neurone Disease Association
www.mndassociation.org

Calibri 12 B I U

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Draft saved at 11:57 AM