

# Changing your Signature in Outlook Online

Last Modified on 10/21/2022 2:48 pm PDT

To change your email signature in Outlook online. Go to:  
<https://www.callutheran.edu/offices/marketing/brand/email/>

and use the simple form to create your signature. Copy to your clipboard.

callutheran.edu/offices/marketing/brand/email/

## Email Signatures

[Read email guidelines →](#)

### Basic Info

**Name**  
Employee Name

**Title**  
Title

**Pronouns**  
Learn more about gender pronouns →

### Department Info

**School Mark**  
Cal Lutheran

**Department**  
Department Name

**Website**  
CalLutheran.edu/

### Contact Info

Mail Code

### Signature Preview

**Employee Name**  
Title  
Department Name

California Lutheran University

60 West Olsen Road | Thousand Oaks, CA 91360  
[Callutheran.edu](https://www.callutheran.edu)

**COPY SIGNATURE TO CLIPBOARD**

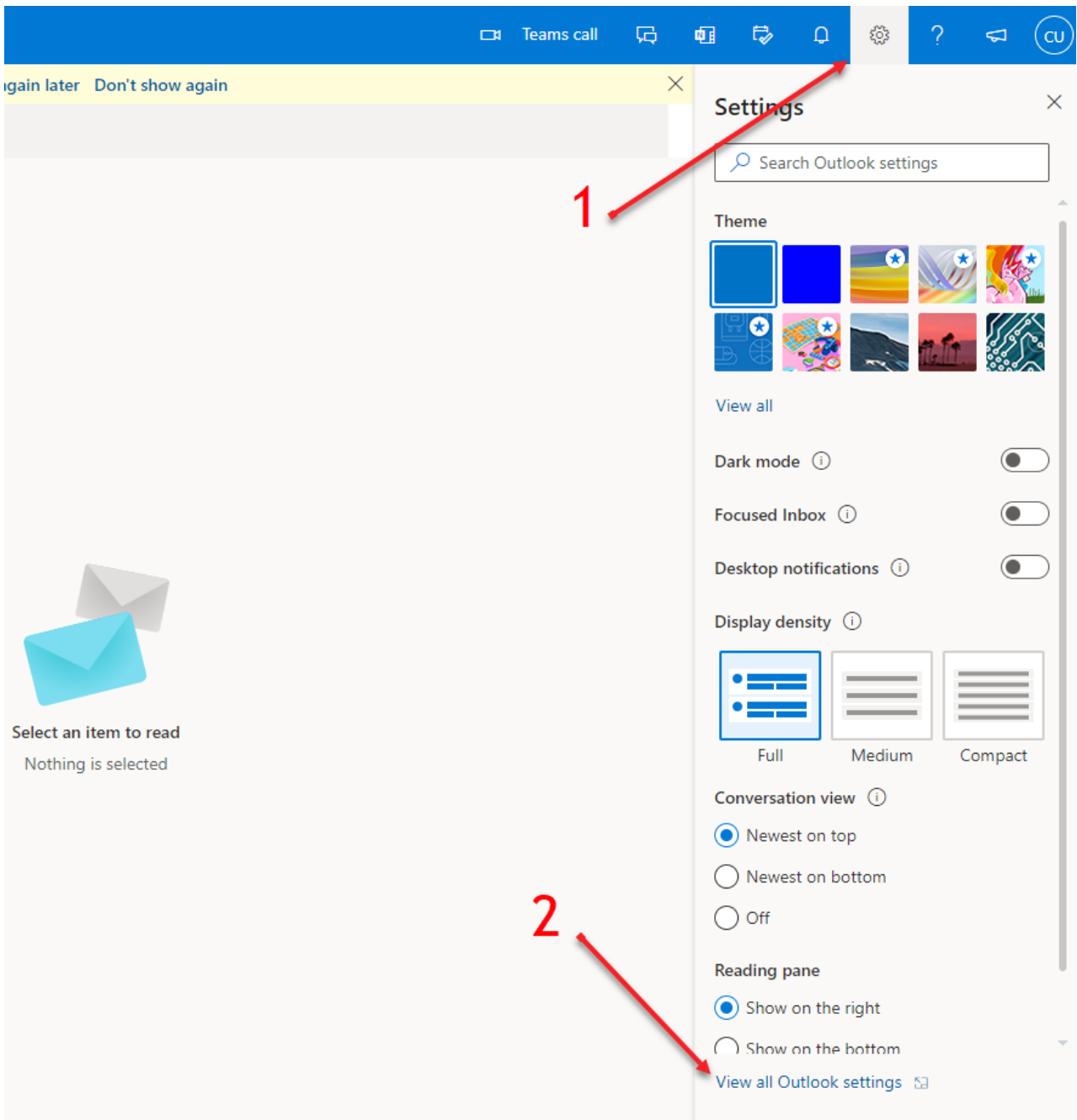
After copying your signature to the clipboard, open your email signature settings and paste your new signature. Officially supported email clients are Outlook for Windows/MacOS and Outlook Web App. Please contact the [ITS Help Desk](#) if you need additional support in adding your signature.

<https://www.callutheran.edu/offices/marketing/brand/email/>

- Promise
- Voice
- Logo
- Color
- Type
- Spirit Brand
- Photography
- Visual Elements
- Email
  - Email Signatures
  - Internal Communication
- Stationery & Materials
- Branded Products & Approved Vendors
- Masks and Face Coverings
- Downloads
- Samples

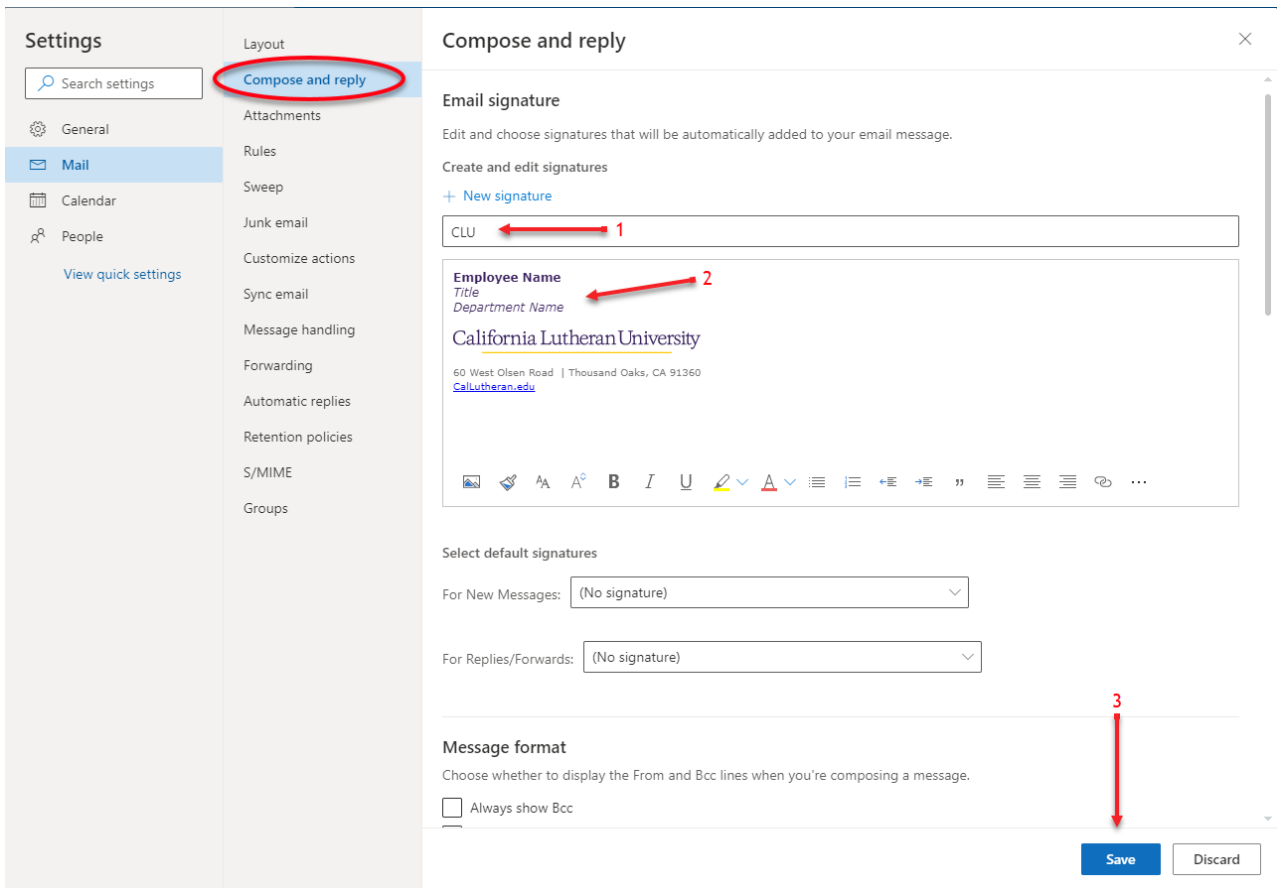
Go to Outlook online through your MyCLU page in the left hand pane, or directly to [Outlook.office.com](https://outlook.office.com)

Click/Tap on the Gear icon in the upper right (1) and then click on the link View all Outlook settings (2)



Click/Tap on "Compose and reply" under Mail:

1. Enter a value in the "Edit signature name" (shown as CLU) 2. Paste your signature that was copied from the CLU Brand site 3. Click Save at the bottom



After saving, if you would like the new signature to be your default for new messages or replies, use the drop down to select the new signature. Click/Tap on the save button in the lower right.

