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→		Promise Voice Logo Color
Basic Info Name Employee Name Title Title Pronouns ▲ Learn more about gender pronouns →	Signature Preview Employee Name Title Department Name California Lutheran University 60 West Olsen Read Theusand Oaks, CA 91360 Caluatheran edu	Type Spirit Brand Photography Visual Elements Email • Email Signatures • Internal Communication Stationery & Materials Branded Products & Approved
Department Info School Mark Cal Lutheran ~ Department Department Name	CDPY 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 <u>ITS Help Desk</u> if you need additional support in adding your signature.	Vendors Masks and Face Coverings Downloads Samples
CalLutheran.edu/	https://www.callutheran.edu/offices/ma	arketing/brand/email/

Go to Outlook online through your MyCLU page in the left hand pane, or directly to 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)

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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

Settings	Layout	Compose and reply	\times
 Search settings Search settings General Mail Calendar A^R People View quick settings 	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	Compose and repry Enail signature Edit and choose signatures + New signature CLU ● 1 California Lutheran University Boo West Olsen Road Thousand Oaks, CA 91280 California Lutheran University Select default signatures For New Messages: (No signature) Select default signatures For New Messages: (No signature) Select default signatures For New Messages: (No signature) Message format Choose whether to display the From and Bcc lines when you're composing a message.	
		Save Dis	card

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.