

How to create an email Signature using Outlook – MAC version

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

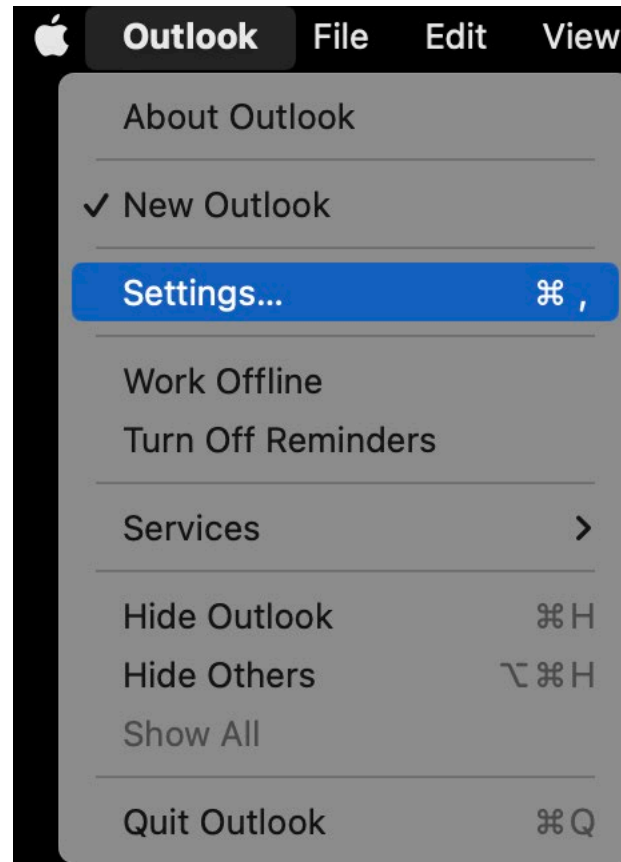
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Step 1:

Open your Outlook client.

Navigate to the top of your screen, select and click on **Outlook** in the menu bar

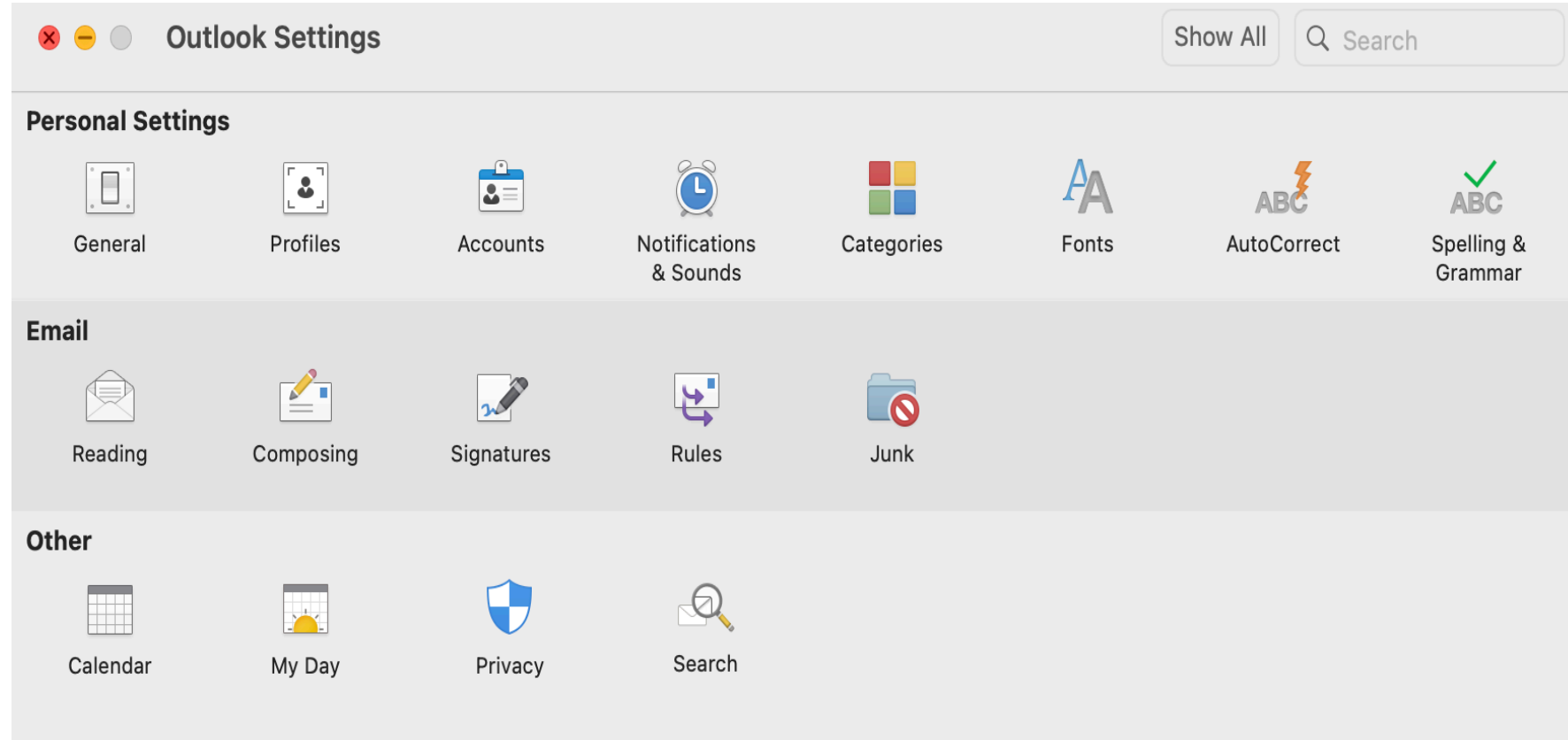
Scroll down to **Settings** and click to select it



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Step 2:

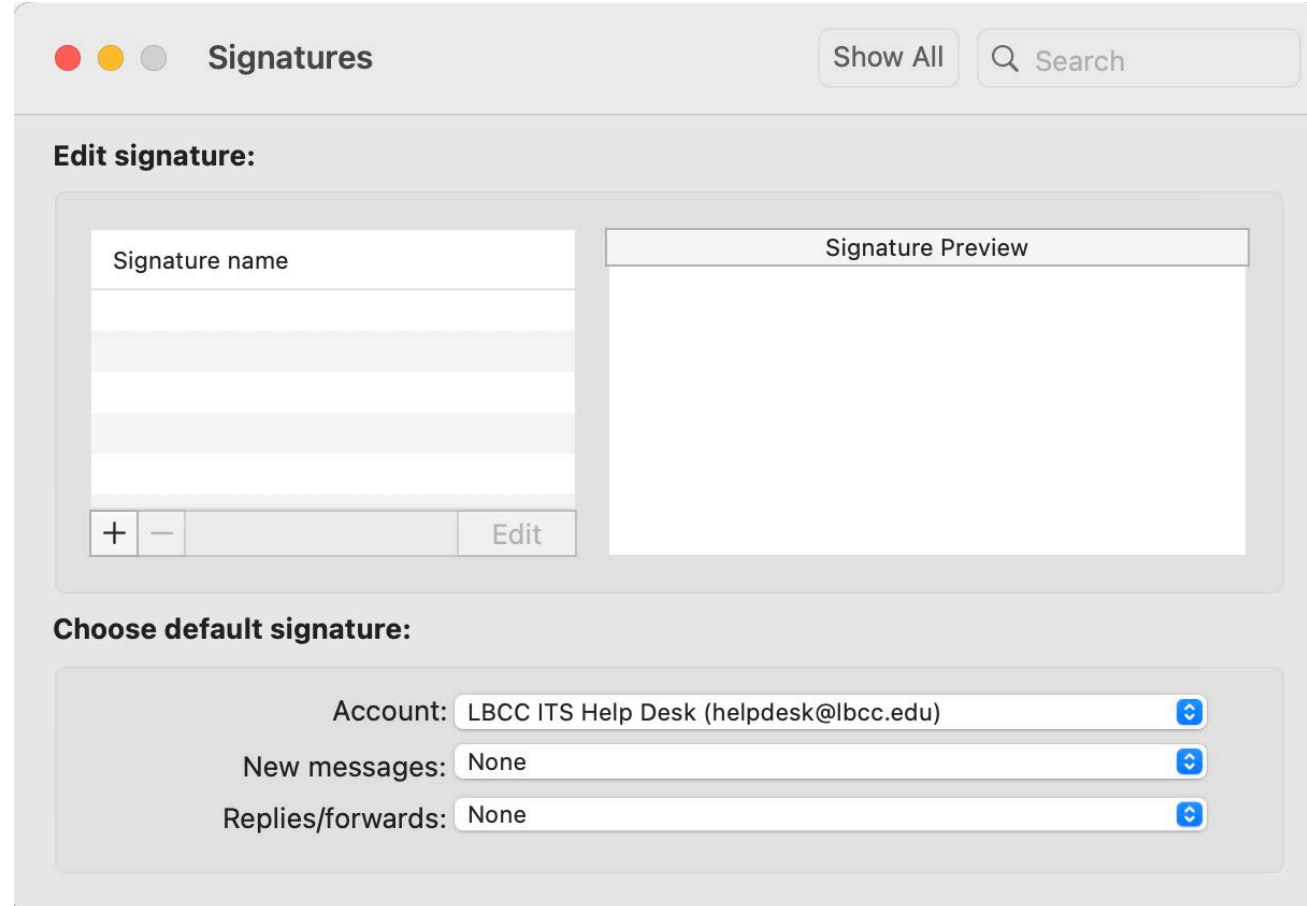
In Outlook Settings,
Navigate to the **Email** section
and click to select **Signatures**



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Step 3:

In the Edit signature Window,
Select the **+ (plus symbol)** to create a new signature name.



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Step 4:

Create your signature and select **Save**



Signature Name LBCC Help Desk Support

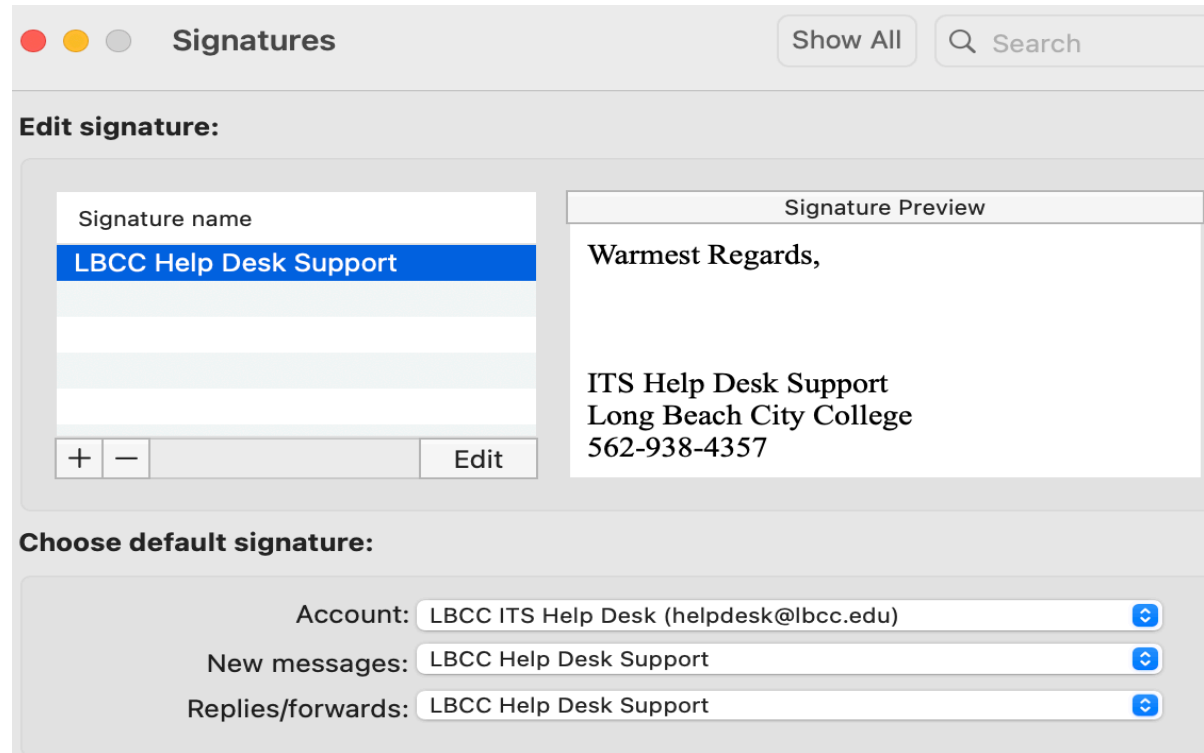
Calibri (Body) 11 A B I U S [Color Picker] [Font Color]

Warmest Regards,

ITS Help Desk Support
Long Beach City College
562-938-4357

Step 5:

In **Choose Default Signature**, select your signature by using the up/down arrow in the **Account** menu along with the option to use it in **New Messages** or **Replies/forward** emails.



Questions?

If you run into any issues, or have further questions, feel free to reach out to us!