

Adding a Signature - Outlook 2016 for Mac

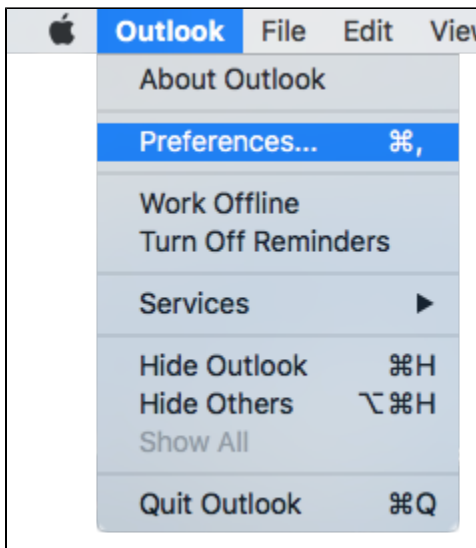
- Step 1: Open Outlook 2016 for Mac
- Step 2: Select Preferences in the Outlook menu
- Step 3: Select Signatures
- Step 4: Add Your Signature
 - Change font
 - Insert Picture
 - Set Default Signature
- Step 8: Close Window to Save

Step 1: Open Outlook 2016 for Mac

Open **Outlook** from within your Applications folder.

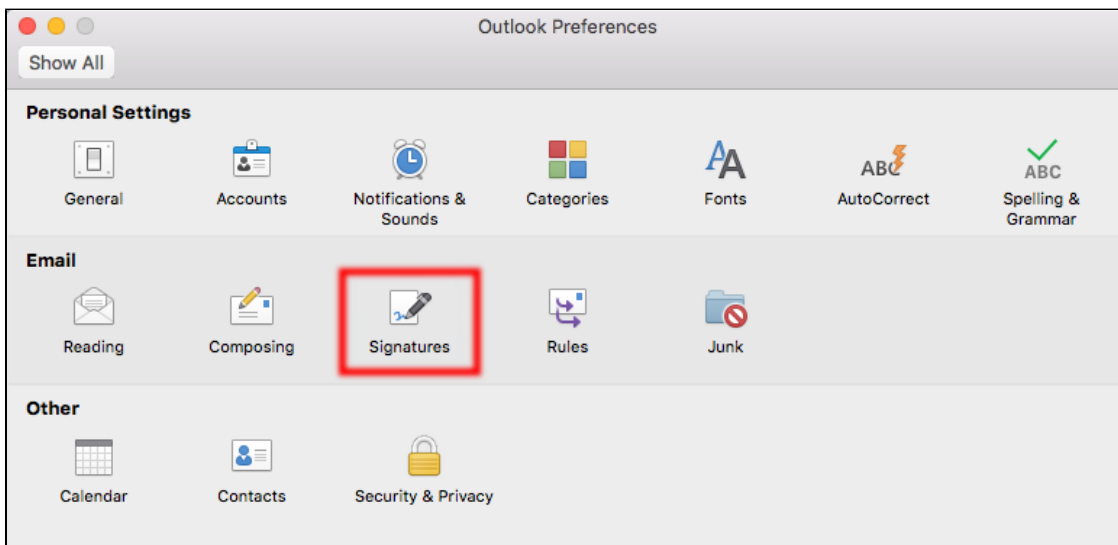
Step 2: Select Preferences in the Outlook menu

In the top left of your screen **select Outlook** and then **select Preferences...** from the menu.



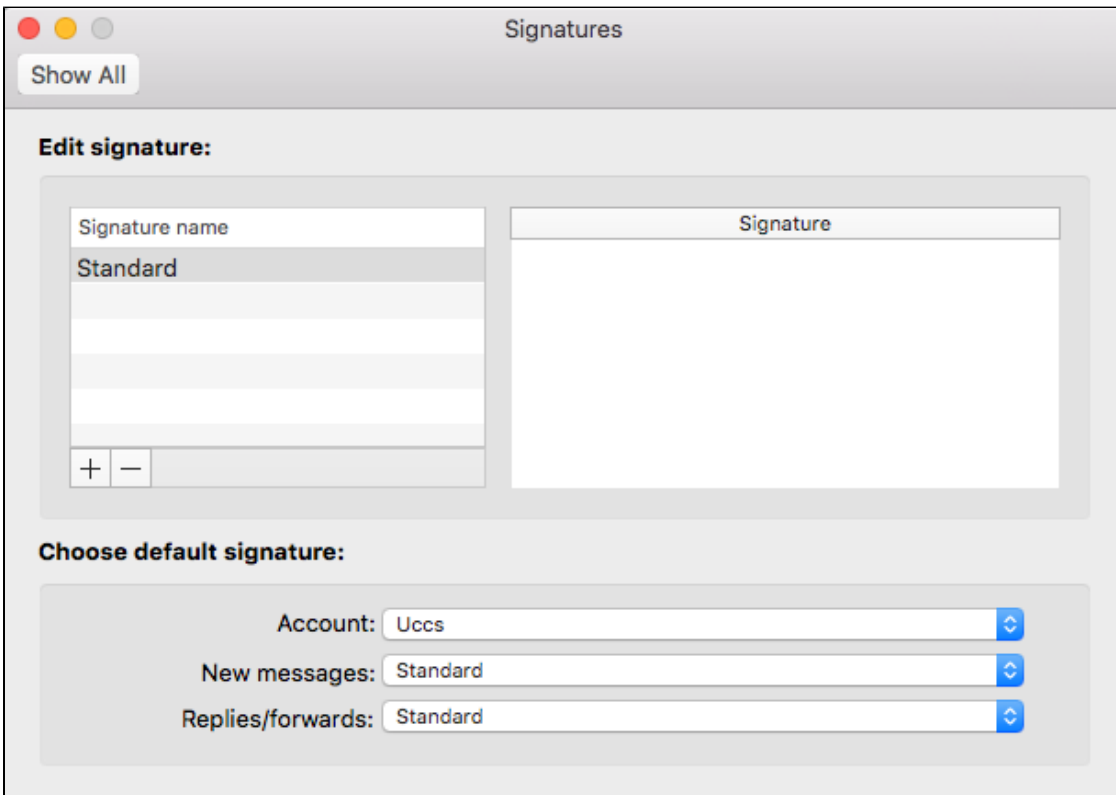
Step 3: Select Signatures

Select **Signatures** from the Outlook Preferences menu.

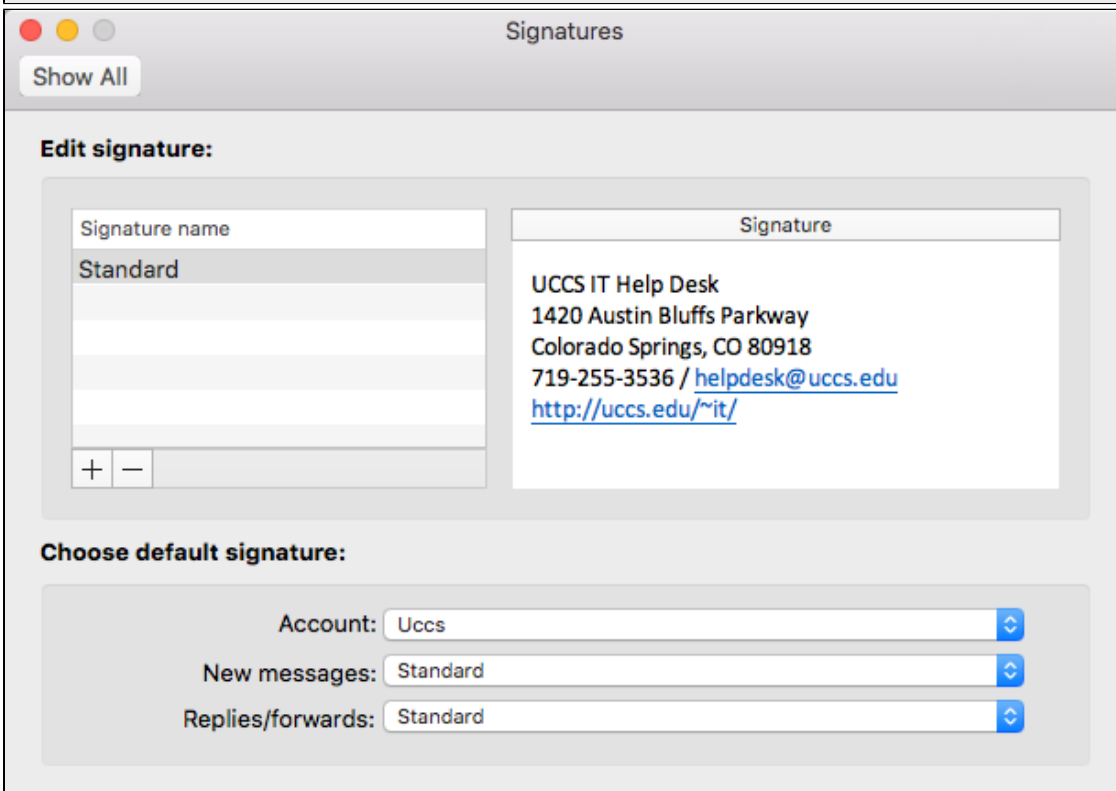


Step 4: Add Your Signature

Click into the **Signature** box and begin typing your signature.



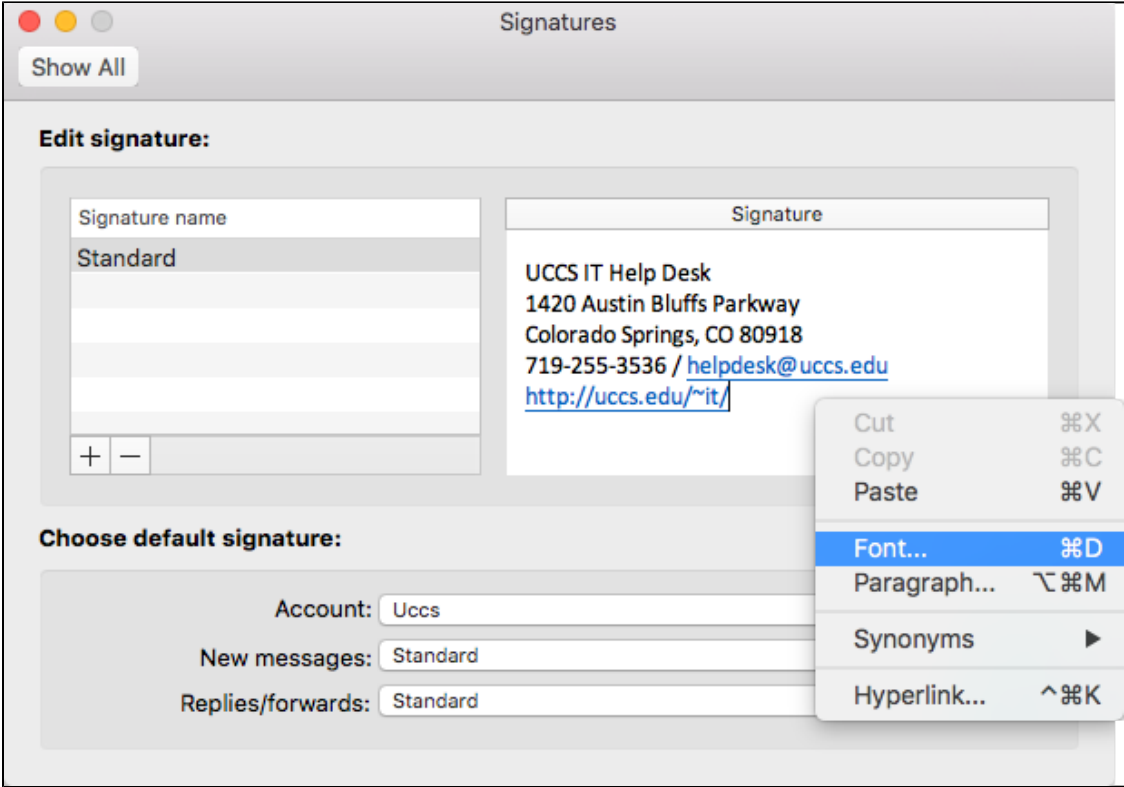
The screenshot shows a window titled "Signatures" with a "Show All" button. Under the heading "Edit signature:", there are two main areas. On the left, a "Signature name" list contains "Standard" and two empty slots, with "+" and "-" buttons at the bottom. On the right, a "Signature" text box is empty. Below these, the "Choose default signature:" section has three dropdown menus: "Account:" set to "Uccs", "New messages:" set to "Standard", and "Replies/forwards:" set to "Standard".

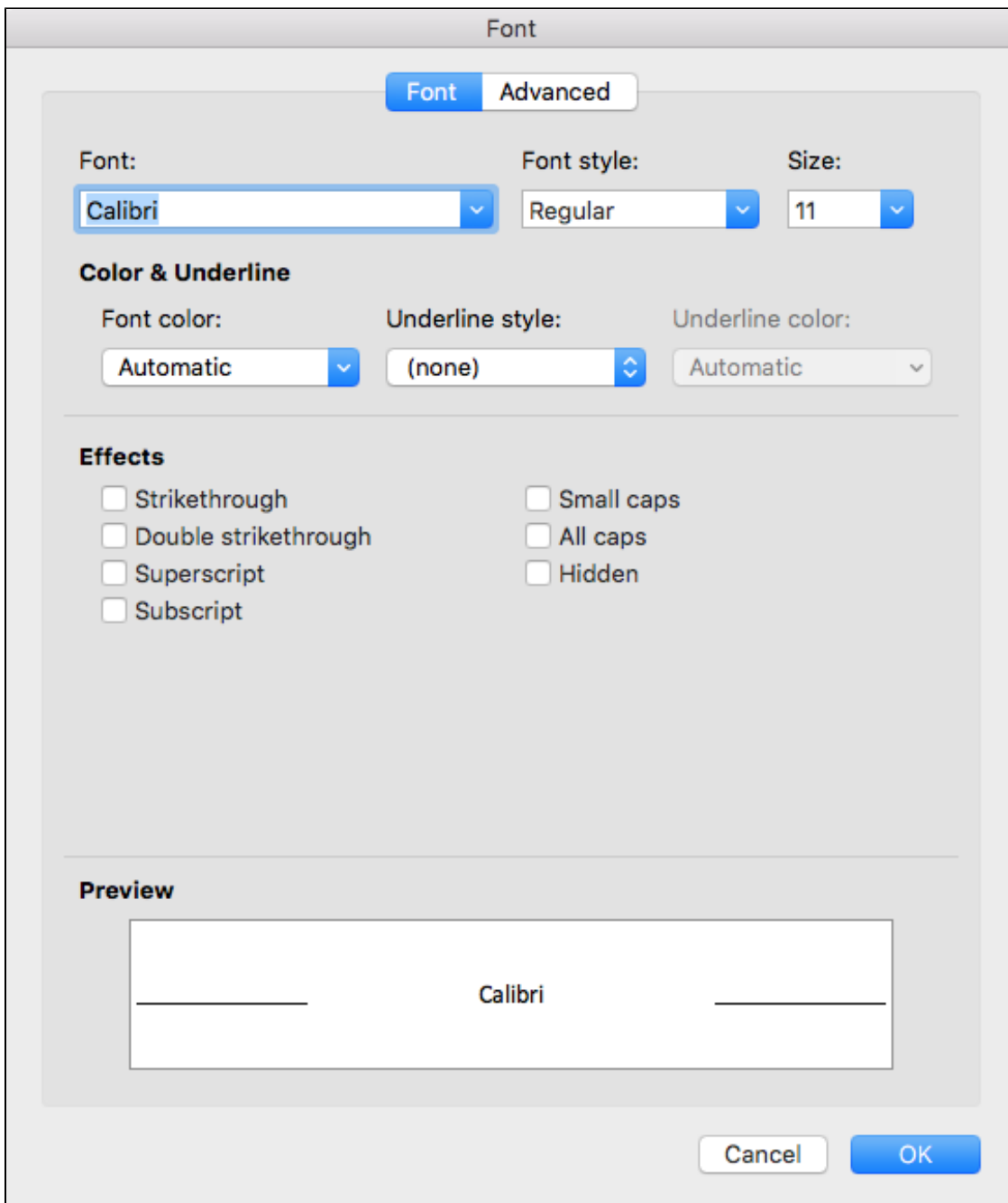


The screenshot shows the same "Signatures" window. The "Signature" text box now contains the following text:
UCCS IT Help Desk
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
719-255-3536 / helpdesk@uccs.edu
<http://uccs.edu/~it/>

Change font

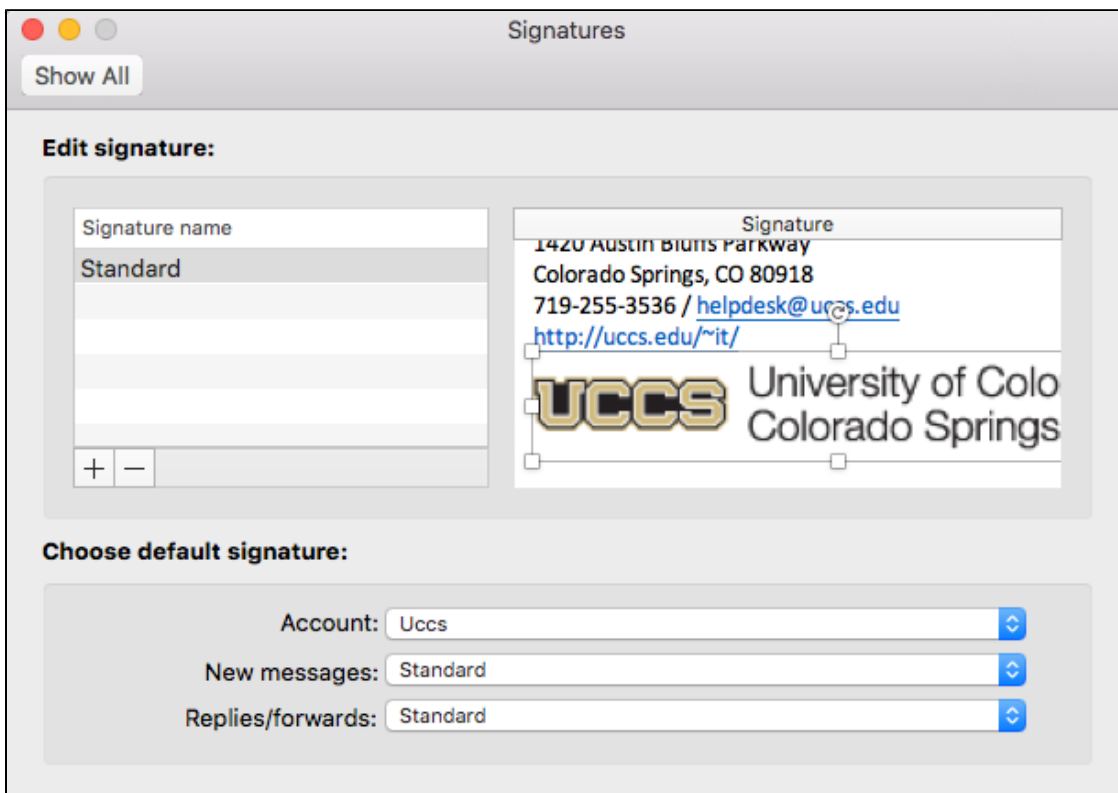
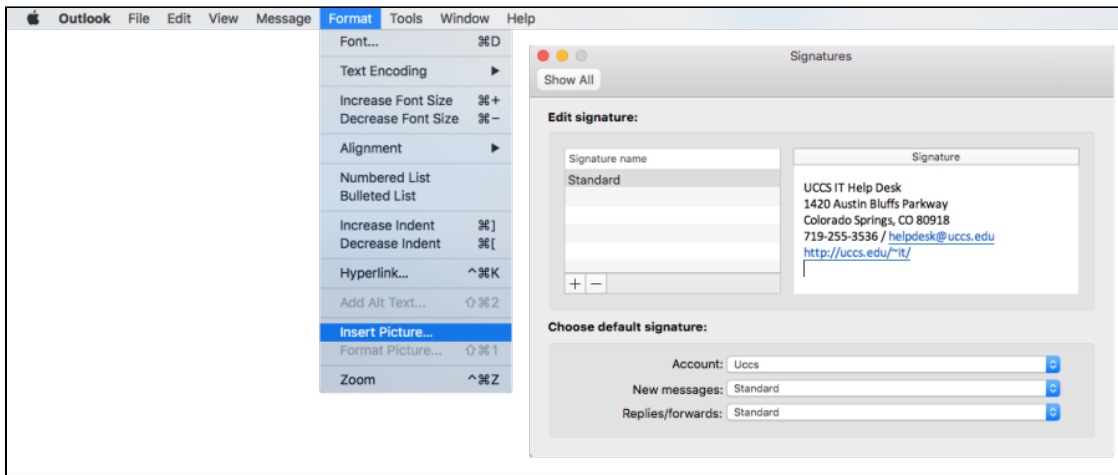
Right-click (or control-click) in the signature box and **select Font...** to change font, color, and size.





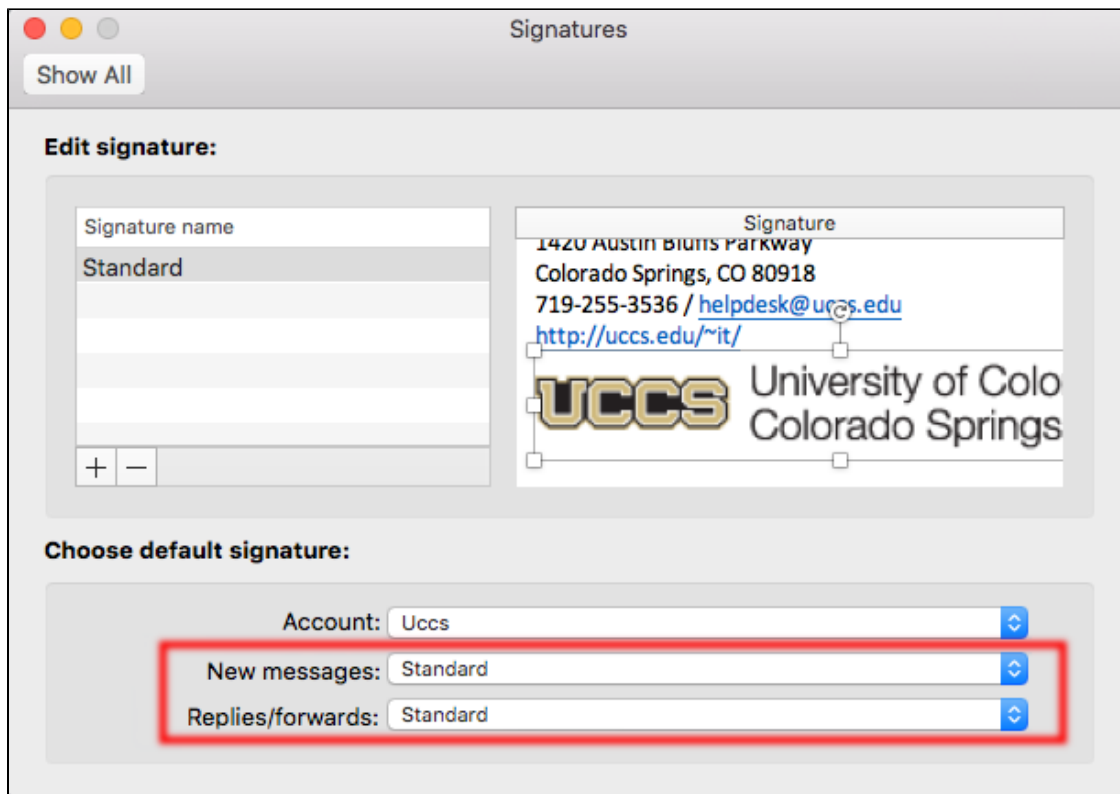
Insert Picture

Click **Format** in the top menu and select **Insert Picture** to add a picture or logo.



Set Default Signature

Under **Choose default signature**, make sure your signature is selected under **New Messages** and **Replies/Forwards**.



Step 8: Close Window to Save

To **save** just close the window. Outlook will automatically save the signature.