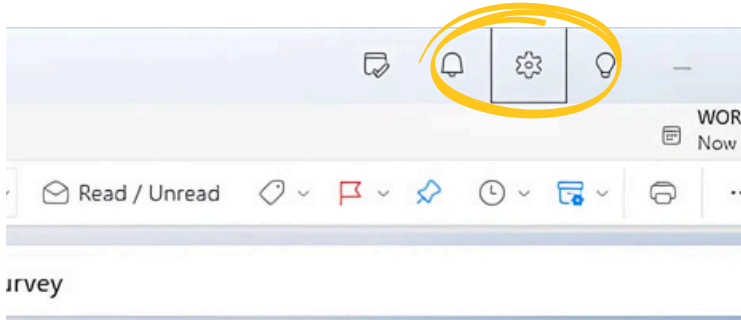# CHANGING YOUR EMAIL SIGNATURE

Customize the signature that appears automatically at the bottom of every email you send.
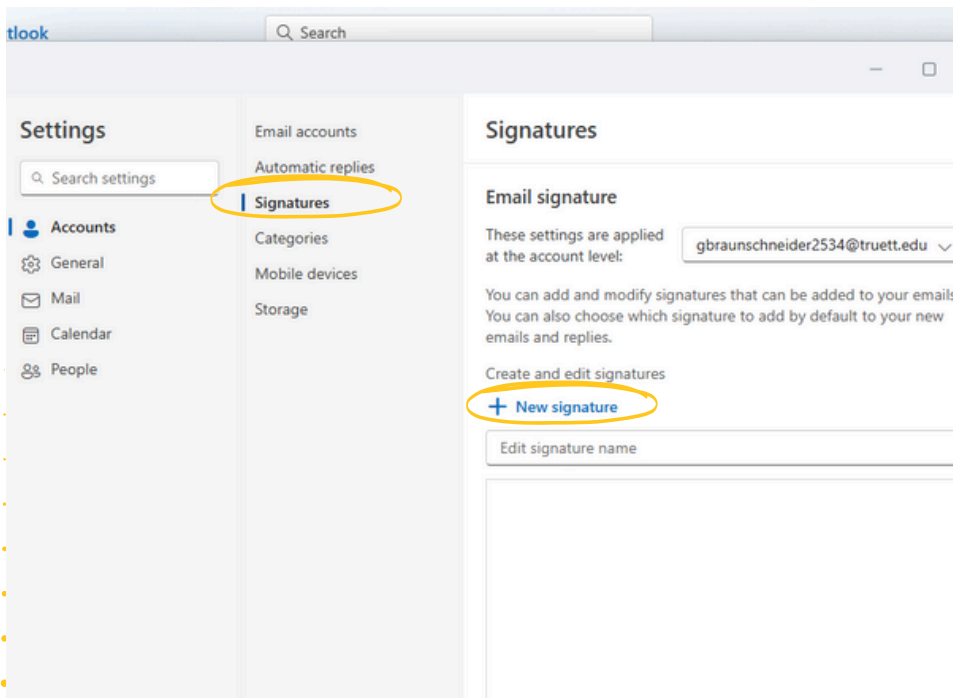
MICROSOFT OUTLOOK
FOR WINDOWS

Launch the Microsoft Outlook mail app.

Select the "Settings" logo at the top right hand corner.

The following screen will appear.

Select the "Signatures" option.

Select "New Signature."

Truett McConnell
UNIVERSITY.

Signatures

Email signature

These settings are applied at the account level: gbraunschneider2534@truett.edu

You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.

Create and edit signatures

+ New signature

TMU Signature

Brandi M. Wood
Director of Marketing & Communications
Advancement Department
Truett McConnell University

100 Alumni Drive
Cleveland, GA 30528
(o) 706-865-2134, Ext. 4401
(m) 706-968-0989

Save   **Discard**

Brandi M. Wood
Director of Marketing & Communications
Advancement Department
Truett McConnell University

100 Alumni Drive
Cleveland, GA 30528
(o) 706-865-2134, Ext. 4401
(m) 706-968-0989
www.truett.edu

Truett McConnell
U N I V E R S I T Y.

*Awarded #1 Christian College in Georgia 2024 by Best Value Schools.*

Truett McConnell
U N I V E R S I T Y.

Ensure that you have selected your work account.

Title the signature "TMU Signature"

Ensure that your entry perfectly replicates the example to the left, replacing personal information with your own.

You can copy and paste the exact format from another email with the proper signature, and replace your personal information from there.

Click the "Save" button.
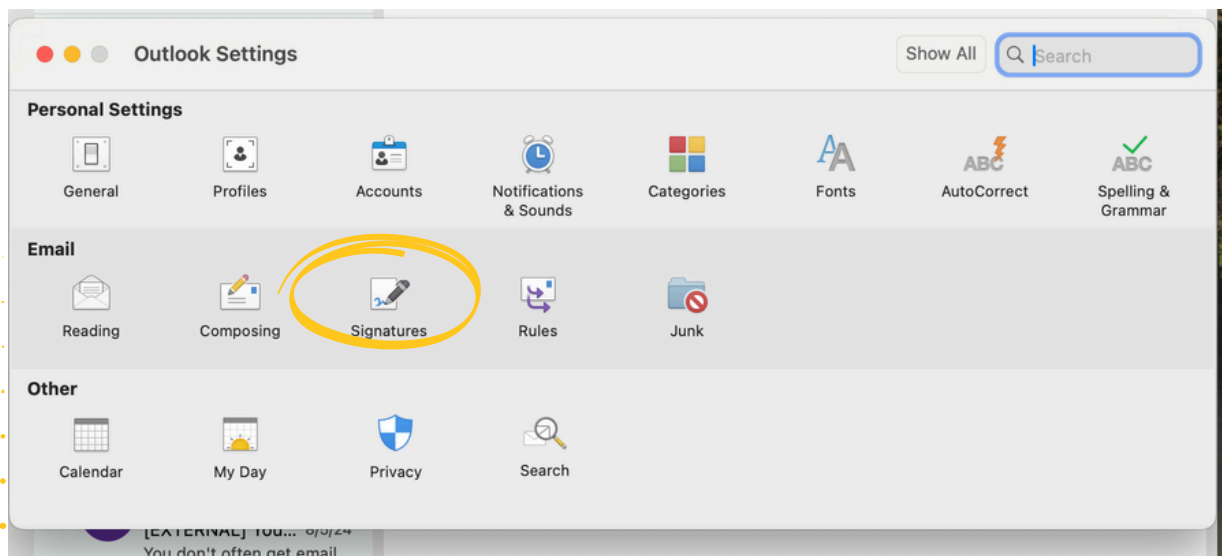You may now close this window.
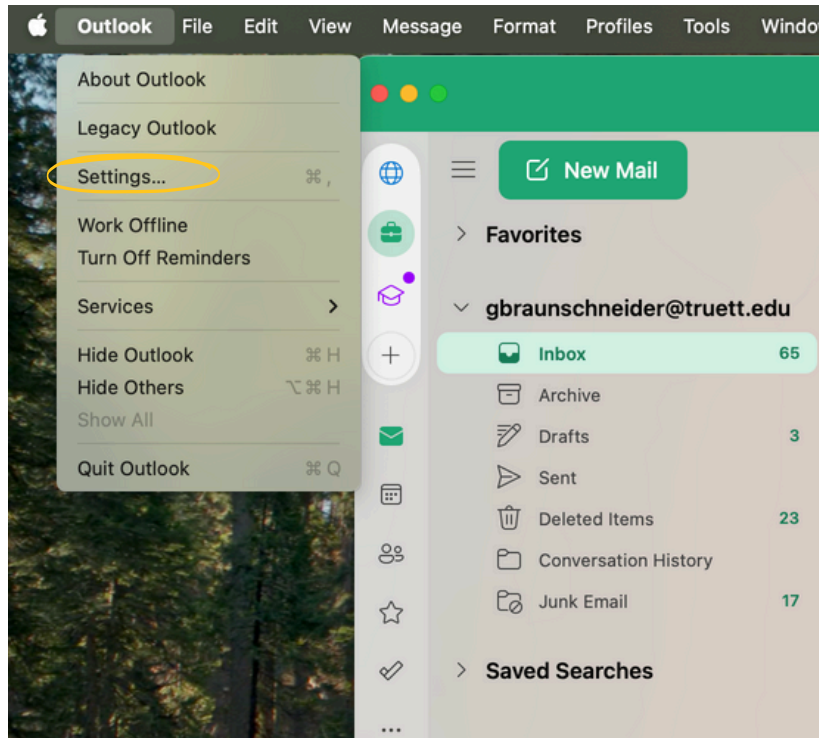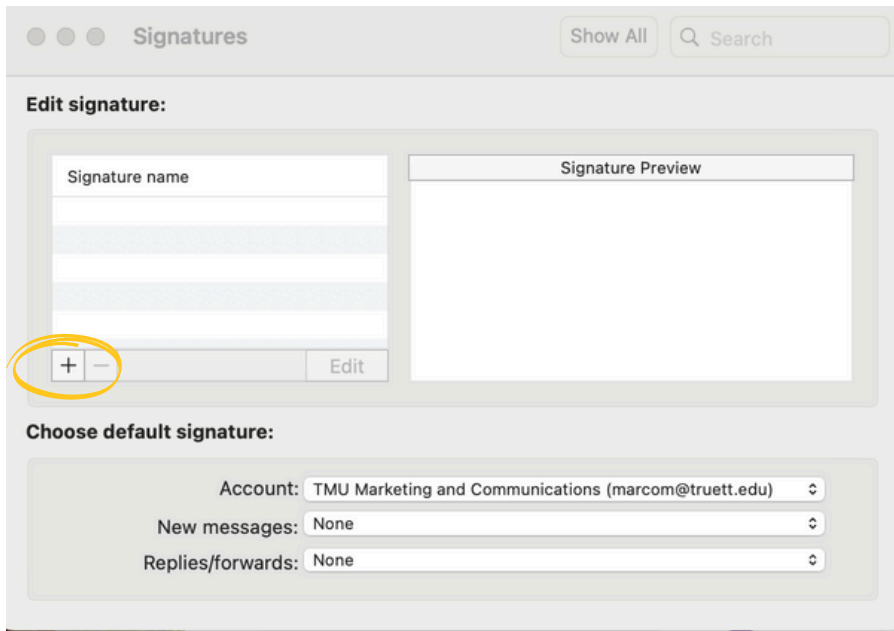
Launch the Microsoft Outlook mail app.

Hover your mouse over the Outlook bar on the top lefthand corner.

Select the "Settings" option.

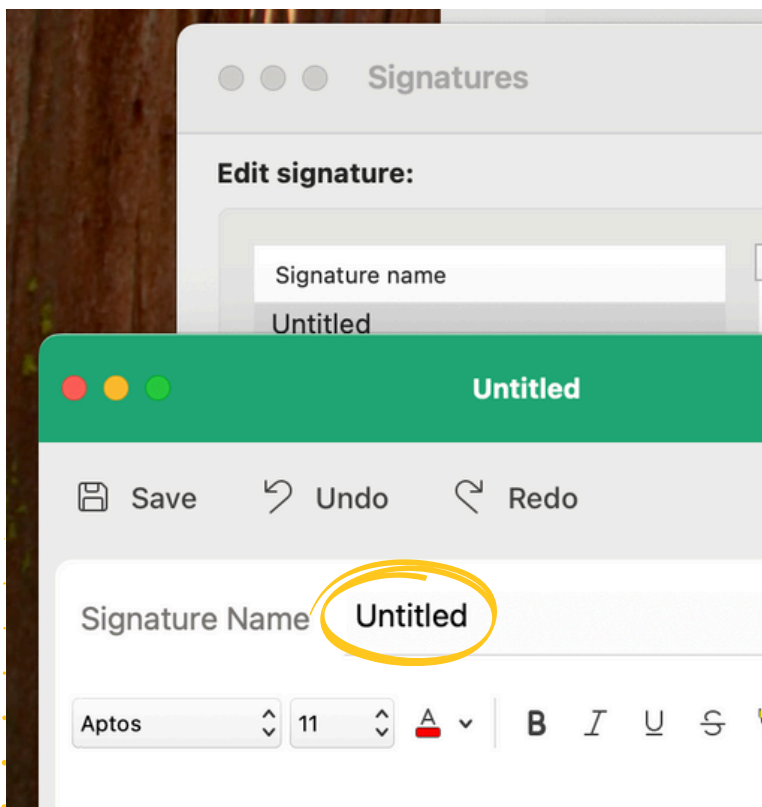The following screen will appear.

Select the "Signatures" option.

The "Edit Signature" screen will appear.
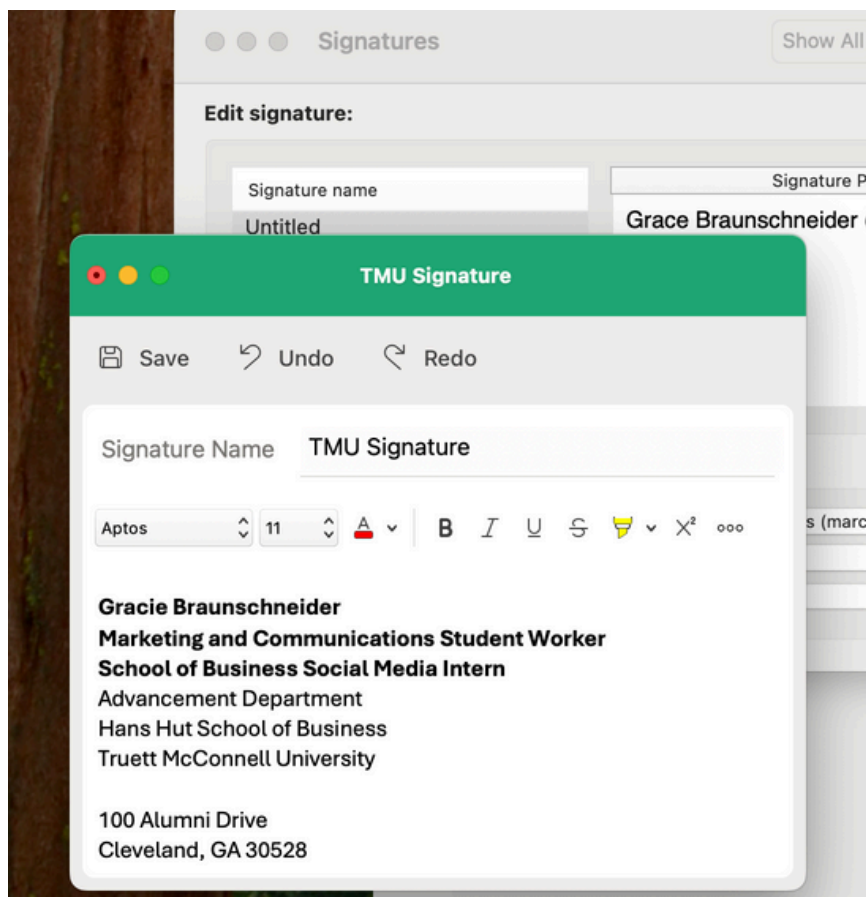
Select the "+" button.

The following screen will appear.

Title your new signature, "TMU Signature."

Truett McConnell
U N I V E R S I T Y.

Signatures

Show All

Edit signature:

Signature name

Untitled

Signature Pr

Grace Braunschneider (

TMU Signature

Save Undo Redo

Signature Name   TMU Signature

Aptos   11   A ∨   B I U S ✏ ∨ X² ○○○

s (marc

Gracie Braunschneider
Marketing and Communications Student Worker
School of Business Social Media Intern
Advancement Department
Hans Hut School of Business
Truett McConnell University

100 Alumni Drive
Cleveland, GA 30528

Copy the following format **EXACTLY.**

Replace with your applicable information.

Brandi M. Wood
Director of Marketing & Communications
Advancement Department
Truett McConnell University

100 Alumni Drive
Cleveland, GA 30528
(o) 706-865-2134, Ext. 4401
(m) 706-968-0989
www.truett.edu

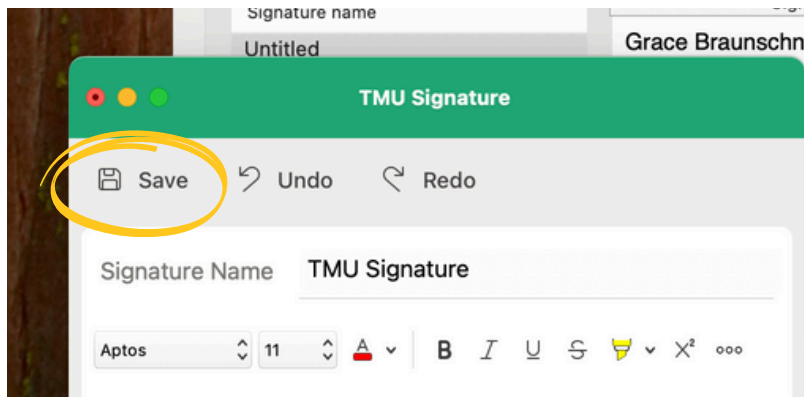**Truett McConnell**
U N I V E R S I T Y.

Awarded #1 Christian College in Georgia 2024 by Best Value Schools.

Ensure that your entry perfectly replicates the example to the left.
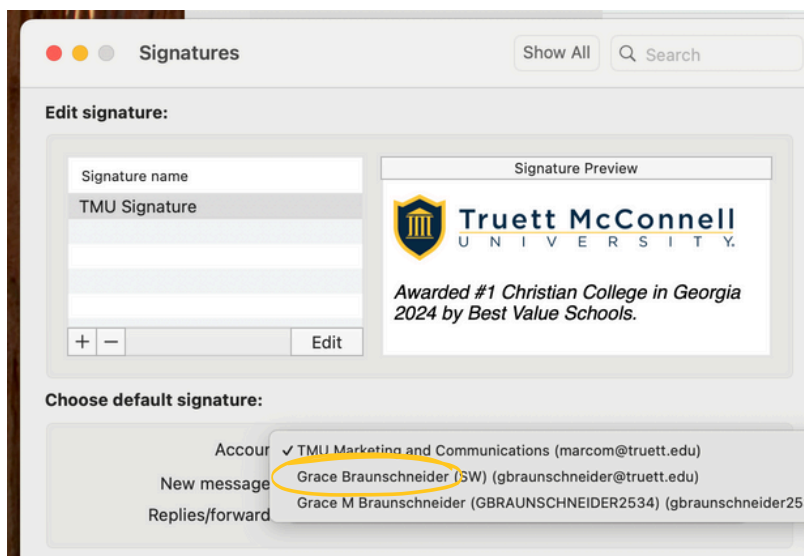
You can copy and paste the exact format from another email with the proper signature, and replace your personal information from there.

Truett McConnell
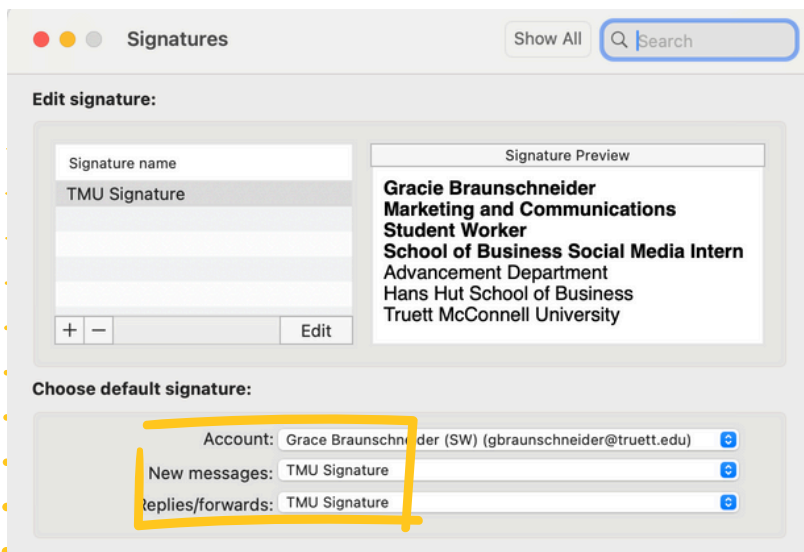U N I V E R S I T Y.

Click "Save."

You will be brought to the following screen.

On the next screen, select the account that you are setting a signature for.

Select "TMU Signature" for the "New Messages" and "Replies/forwards" options.

You may now close the application.