# **How to Change an Email Signature in Microsoft Outlook**

Instructions: Follow the steps below in order to update or add a new email signature.

1. Within Microsoft Outlook, click **File.**
2. Click **Options.**
3. Select **Mail.**
4. Click the **Signatures** button within the settings.

 ***Continue reading…***

1. Within the *Signatures and Stationery* dialog box, select the **New** button.
2. Copy and paste the appropriate signature content directly from the Word document download provided on this web page: [www.schoolcraft.edu/branding/email-signature](https://www.schoolcraft.edu/branding/email-signature)

**Note:** You will not visibly see the logo image in the footer. It will look like a blank block of whitespace. This logo image will save though and should visibly be seen within your email messages upon use.

