PASTE INTO OUTLOOK (PC):

Directory: Emplo	oyees							🚊 Hello, Jamie • Sign ou
General Pole								
General Role	Address	Contact	Bio	Files	Signature	Privileges		
								Cancel
		<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>						

 Start by copying your generated email signature by clicking the "Copy to clipboard" button, or selecting the entire signature and press Cmd-C.

Signatures and Stationery								
E-mail Signature Personal Stationery								
Selegt signature to edit	Choose default signature E-mail account: jlhedri2@illinois.edu New messages: (none)							
<u>D</u> elete <u>N</u> ew <u>Save</u> <u>R</u> ename	Replies/forwards: (none)							
Ediţ signature Calibri (Body) 11 B I U Automatic MARIE HEDRICK Strategic Design Specialist Creative Services Public Affairs 507 E. Green St. Champiagn, L61820 217-300-5540 Ilhedf/20011001 edu	E = = E Business Card B Business Card C B							
T II I INOIS	• OK Cancel							

- Open Outlook on your computer.
- In Outlook, click "New Email."
- In your new email, click "Signature" in the toolbar. From the drop down menu, select "Signatures..."
- If you are creating a new signature, click the "New" button. If you are editing an existing signature, select it from the menu.
- Paste your new signature in the window by pressing **Ctrl-V**.
- Do not modify or resize the logo once you've pasted it. If you need to make a correction, return to the Email Signature Tool to create a new one.
- If you would like your new signature to be your default, use the "Choose default signature" options in the top right corner of the dialog box. If you prefer to add your signature as needed, use the "Signatures" button and select it from the menu.
- Click "OK" to save.