PASTE INTO WEBMAIL (MAC & PC):

| , | 0.0 | | | | | | | | • Hollo, Jamia - Sign o |
|---------|--------|---------|--|---|---|--|--|----------------|-------------------------|
| irector | y: Emp | loyees | | | | | | | A field, Jame - Sign o |
| General | Role | Address | Contact | Bio | Files | Signature | Privileges | | |
| | | | | | | | | | < Cancel ☑* Vie |
| | | | JAMIE Strate Public SO E. Cham 117-3-3 Intedri creati Creati Under com busine | HEDRICK gic Design : re Services Affairs Green St. vaign, IL 61 05640 2@illinois. eservices.i LINOI the Illinois the Illinois si s a publ | Specialist 820 edu Illinois.edu IS Freedom o, o or from un lic record ar | f information Act an Information Act and Information Act and Infor | y written regarding univ public disclosi | ersity sre. | |
| | | | Copy to c | ipboard | | | | | |
| | | | | | | | | | |

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

- Go to https://outlook.office365.com and sign into your account.
- Click the settings icon in the top right corner of your window and search for **"signature"** in the "**Search all** settings" field.
- Click "Email signature".
- Paste your new signature in the window by pressing Cmd-C (Mac) or Ctrl-V (PC).
- Click "OK" to save.

| | S Outlook | <u></u> ٩ | 🕸 ? 🕕 |
|--|---|--|--------------|
| Search Mail and People | V OK X Cancel | Settings | × |
| ▲ Folders Inbox 2 | Email signature | signature | |
| Sent Items Deleted Items 2026 | Automatically include my signature on messages I forward or reply to | Email signature Include a signature on messag | es you send. |
| More ∧ Groups | $\blacksquare B I \underline{U} \stackrel{A_{A}}{\longrightarrow} \underline{A} \stackrel{A^{*}}{\longrightarrow} \underline{A} \stackrel{I}{\coloneqq} \stackrel{I}{\Longrightarrow} \stackrel{I}{\longrightarrow} \bigvee$ JAMIE HEDRICK | | |
| Here are some groups you might want to join: | Strategic Design Specialist Creative Services | | |
| Technology Se | Public Affairs 507 E. Green St. Champaign, IL 61820 217 200 5540 | | |
| → Discover + Create | jlhedri2@illinois.edu | | |
| | | | |