**How to add the new email signatures for Marist University**

**New Outlook / Outlook on the Web**

Select the Settings icon located in the upper right

Select ***Accounts, Signatures***

**a: To replace your existing signature:**

 **1:** Copy the desired template below

 **2:** In the Email signature box, remove your existing signature then right click in the empty box

and choose *paste*

 **3:** Personalize your new signature

* + - * For the email address, right click and select ‘Edit link’, enter your email address in both the

**Display as** and **Web address (URL)** fields. Right click again and change the font color to red

(see color notes below).

**b: To create a new signature:**

 **1:** Select the ***New Signature*** button

 **2:** Type a name for your new Signature

 **3:** Copy the desired template below

 **4:** In the Email signature box, right click and choose *paste*

 **5:** Personalize your new signature

* + - * For the email address, right click and select ‘Edit link’, enter your email address in both the

**Display as** and **Web address (URL)** fields. Right click again and change the font color to red (see color notes below).

Press the ***Save*** button to save your signature and exit the Signatures page

**NOTE:** If the logo does not paste with the text, copy and paste it separately.

**DEFAULT SIGNATURE:** Under the section ‘Choose default signature’, select the name of your new signature in the

***For New Messages*** and ***For Replies/Forwards*** fields.

**COLOR NOTE:** When personalizing your email address, the color will automatically reset to “hyperlink blue”.

To change back to Marist Red:

 **1:** Click the color tab

**2:** Choose *More Colors*

**3:** Select the RGB slider and type in the numbers (RGB: 201, 18, 53) or (Hex #: c91235)

Press the ***X*** in the upper right corner to exit Settings

**Classic Outlook**

**1:** Select ***File, Options***

**2:** On the Options page, select ***Mail*** then the ***Signatures***… button

**a: To replace your existing signature:**

 **1:** Copy the desired template below

 **2:** In the Edit signature box, remove your existing signature then right click in the empty box and choose paste

 **3:** Personalize your new signature (see color notes below).

**b: To create a new signature:**

 **1:** Select the ***New*** button

 **2:** Type a name for your new Signature and press the ***OK*** button

 **3:** Copy the desired template below

**4:** In the Edit signature box, right click and choose paste

**5:** Personalize your new signature (see color notes below).

**NOTE:** If the logo does not paste with the text, copy and paste it separately.

**DEFAULT SIGNATURE:** Under the section ‘Choose default signature’, select the name of your new signature in the ***New Messages*** and ***Replies/Forwards*** fields.

**3:** Press the OK button to save your signature and exit the Signatures page

**4:** Press the OK button to exit the Options page

**Outlook ON MAC**

**To replace OR ADD A NEW signature:**

 **1:** Open Outlook

 **2:** Click ***New Mail***

 **3:** Above your draft, click ***Signature***

**4:** In the drop-down box, choose ***Manage Signatures***

**5:** In the ***Signature Name*** box, click ***+*** to add a new signature, or ***Edit*** to revise an existing signature

**6:** Copy the desired template below and paste into the signature field

**7:** Personalize your new signature

**8:** Name/Rename your new signature

**9:** Click ***Save***

**COLOR NOTE:** When personalizing your email address, the color will automatically reset to “hyperlink blue”.

To change back to Marist Red:

 **1:** Click the color tab

**2:** Choose *More Colors*

**3:** Select the RGB slider and type in the numbers (RGB: 201, 18, 53) or (Hex #: c91235)

*For any questions or help setting up your signature, please contact the Office of Communications and Marketing at:*

***Alfonso.Antonaglia@marist.edu***

**STANDARD SIGNATURE**

**Name Grad Year**

*Title*

Pronoun(s)

Marist University

3399 North Road, Poughkeepsie, NY 12601

(845) 575-0000 x1234

(845) 575-0000 cell

email@marist.edu



   

**BASIC SIGNATURE**

**Name Grad Year**

*Title*

Marist University

(845) 575-0000 x1234

(845) 575-0000 cell

email@marist.edu



**DEPARTMENTAL SIGNATURE**

**Name Grad Year**

*Director of Media & Instruction Technology*

Media Center/ LT205

Marist University

3399 North Road, Poughkeepsie, NY 12601

(845) 575-0000 x1234

(845) 575-0000 cell

email@marist.edu



   

**SCHOOL SIGNATURE**

**Name Academic Credential Grad Year**

*Title*

School Name

Marist University

3399 North Road, Poughkeepsie, NY 12601

(845) 575-0000 x1234

email@marist.edu

Website



   

