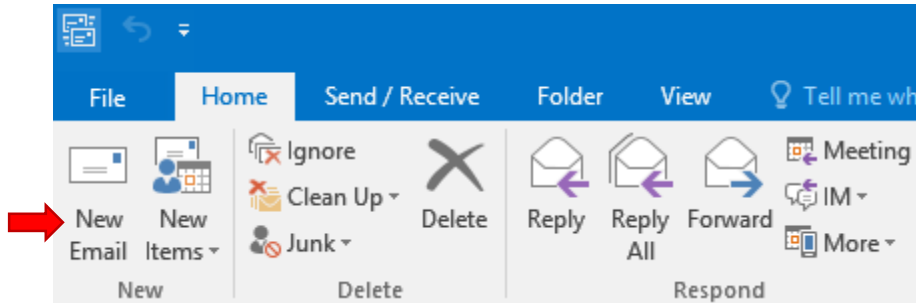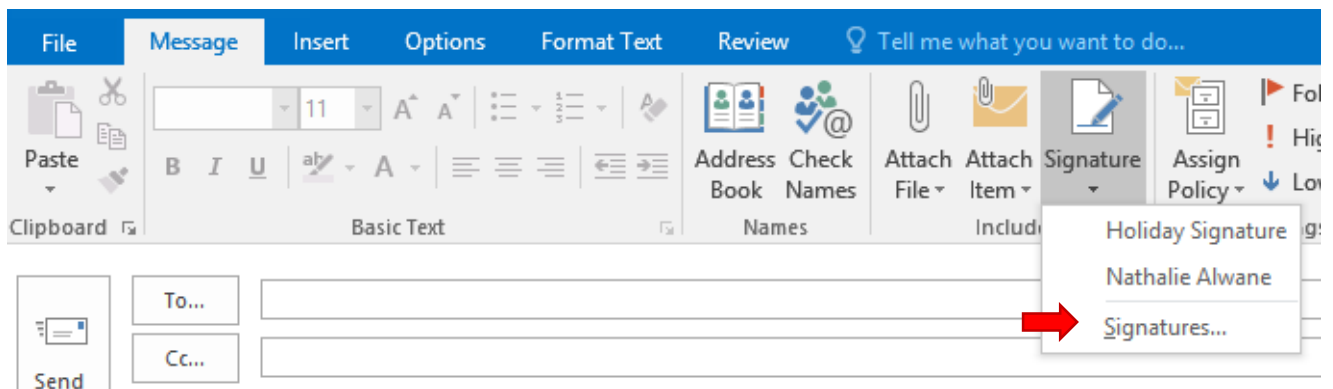# Adding a Kalamazoo RESA Email Signature

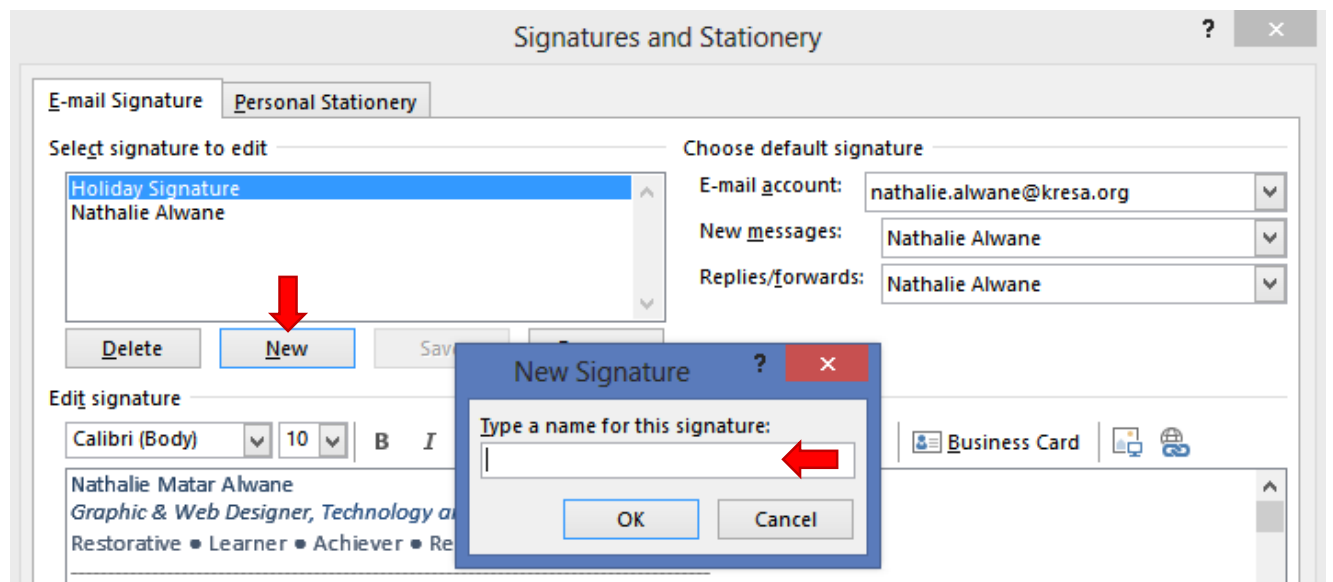## CREATING AN EMAIL SIGNATURE IN OUTLOOK 2013 OR 2016

1. Login to your Outlook 2013 or 2016 account.

2. Click **New Email**.

3. Under **Signature**, click **Signatures…**

4. Click **New**, then type a name for your new signature. Click **OK**.

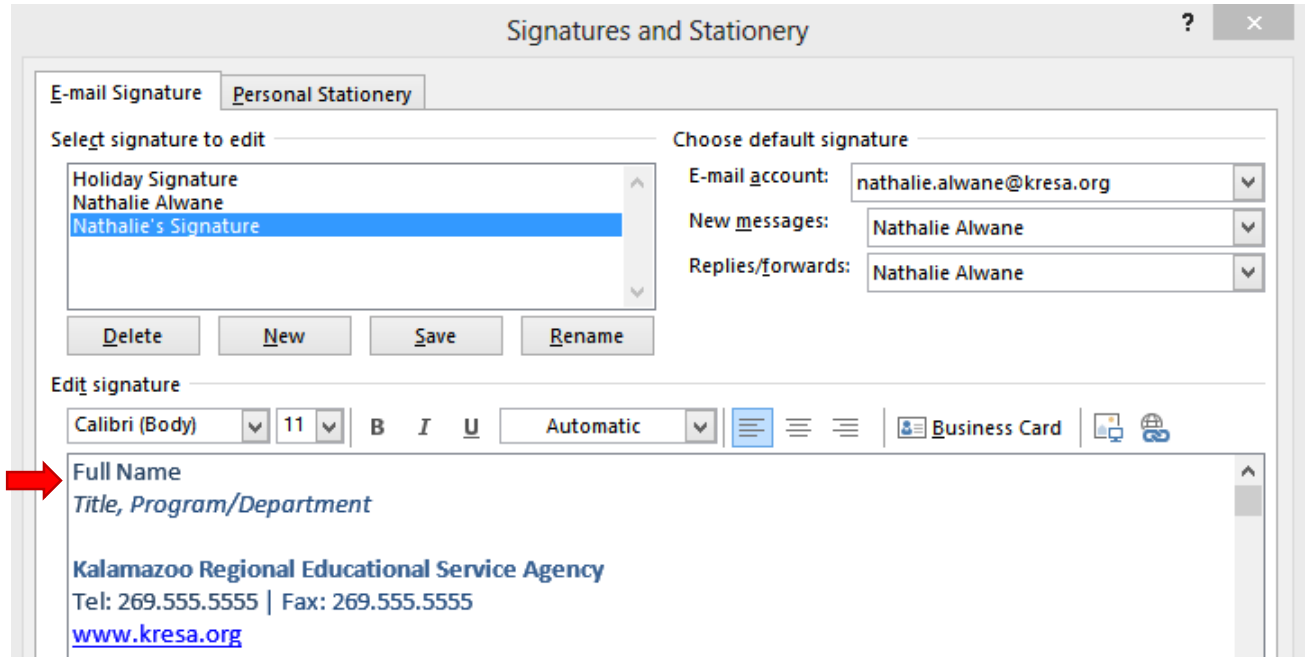5. Copy the Kalamazoo RESA email signature below and paste it in the signature box.
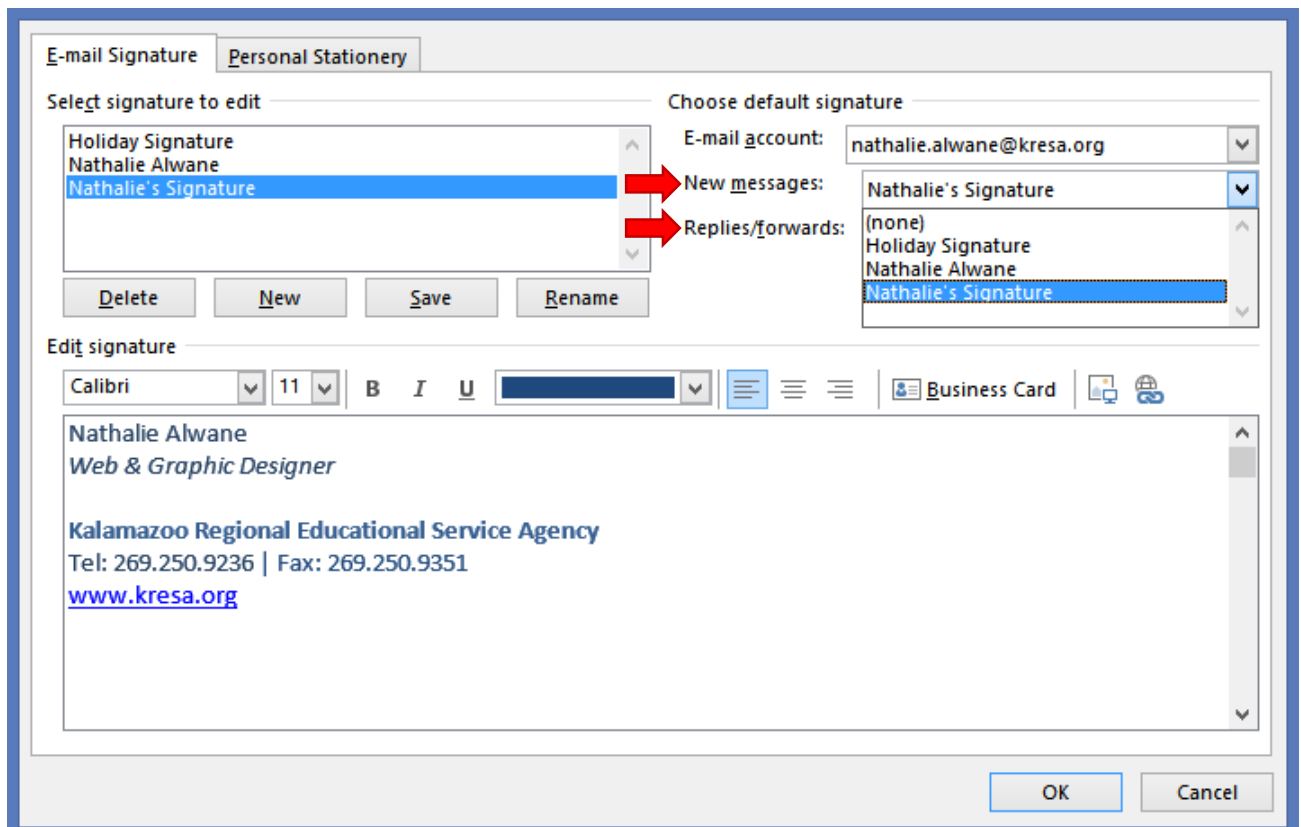
Full Name
Title, Program/Department

Kalamazoo Regional Educational Service Agency
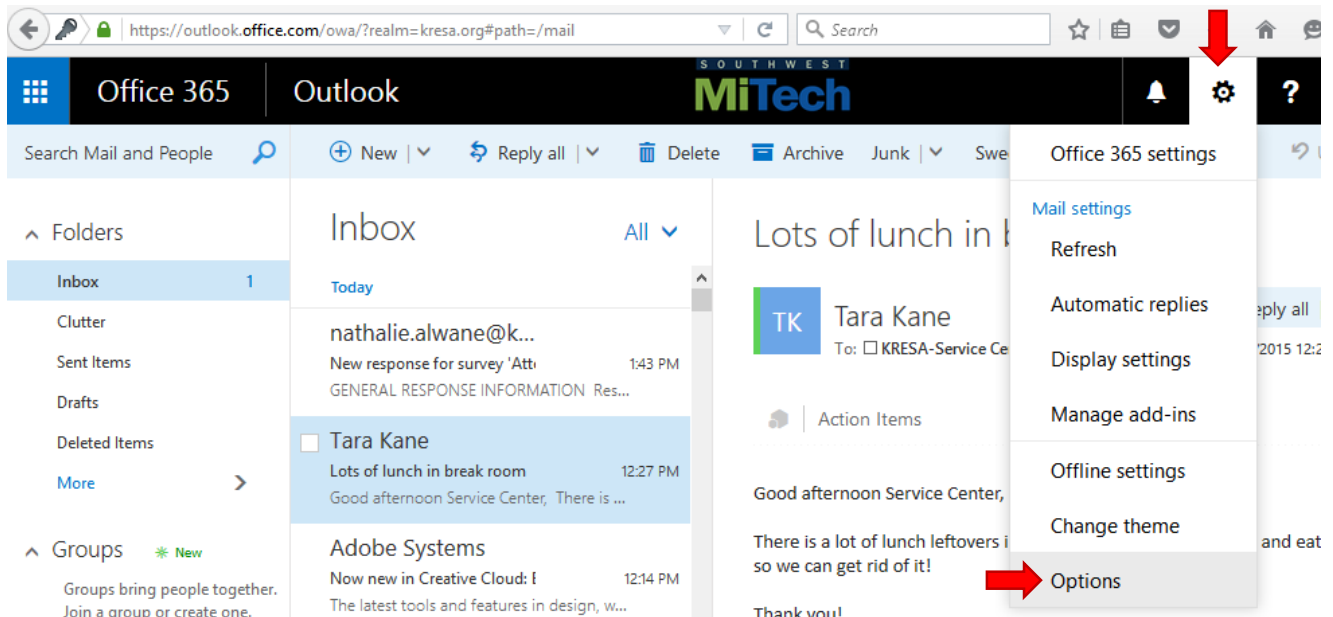Tel: 269.555.5555 | Fax: 269.555.5555
www.kresa.org

6. Edit the text to include your personal information, then select your new signature from the dropdown under **New Messages** and **Replies/Forward** to make it your default signature. Click **OK**.
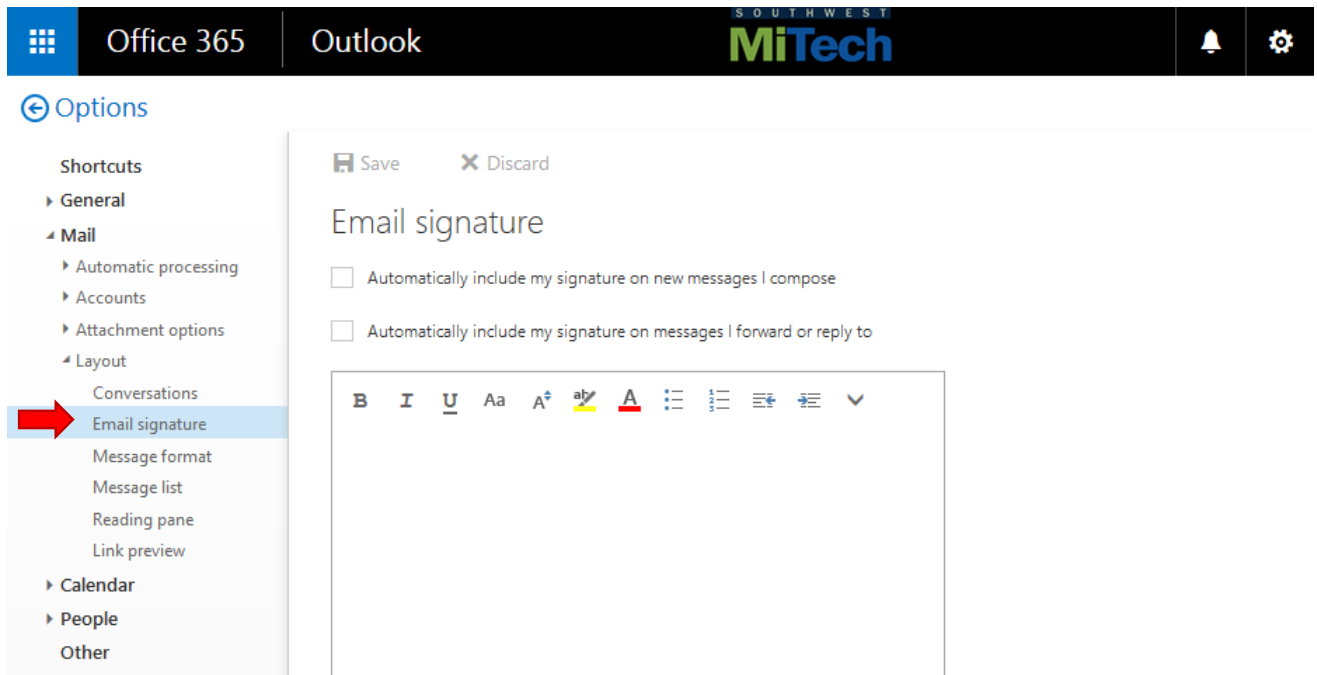
1. Login to Outlook 365
2. Click the **Settings** icon ⚙ in the top right corner, then select **Options** from the drop down menu.

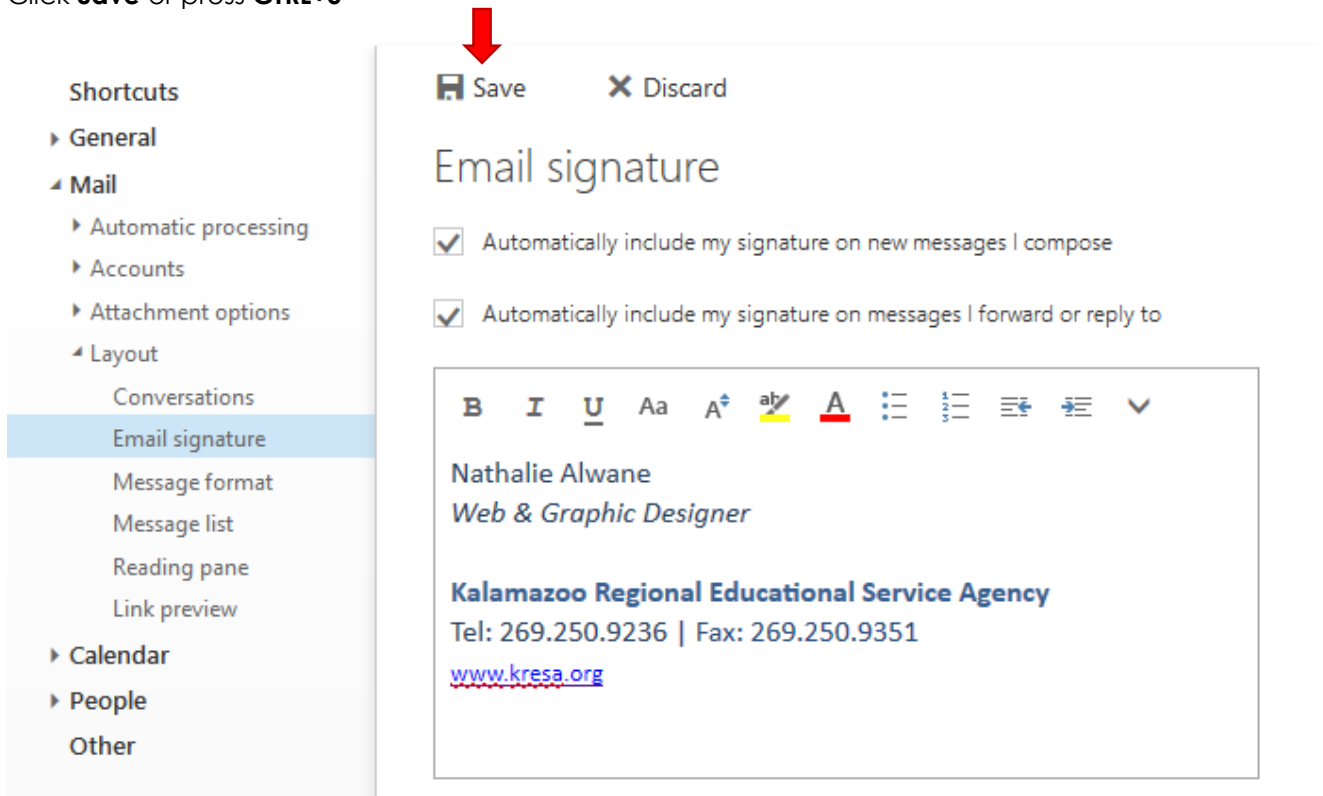3. Under **Mail**, **Layout**, select **Email Signature**.

4. Check both checkboxes to automatically include your signature in all new messages, forwards and replies. Copy the following signature and paste it in the signature box.

Full Name
Title, Program/Department

Kalamazoo Regional Educational Service Agency
Tel: 269.555.5555 | Fax: 269.555.5555
www.kresa.org

5. Edit the text to include your personal information.
6. Click **Save** or press **CTRL+S**

NOTES

- Note that if you're using both the desktop version (Outlook 2013 or 2016) and the web version (Outlook 365), you'll need to set up your signature in both places.

- A video tutorial is available through Atomic Learning: Creating a signature for outgoing messages
  Login: kresa   Password: atomic