# 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...

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

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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

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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**.

Choose default sig	nature	
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## CREATING AN EMAIL SIGNATURE IN OUTLOOK 365

- 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.

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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: <u>Creating a signature for outgoing messages</u> Login: kresa Password: atomic