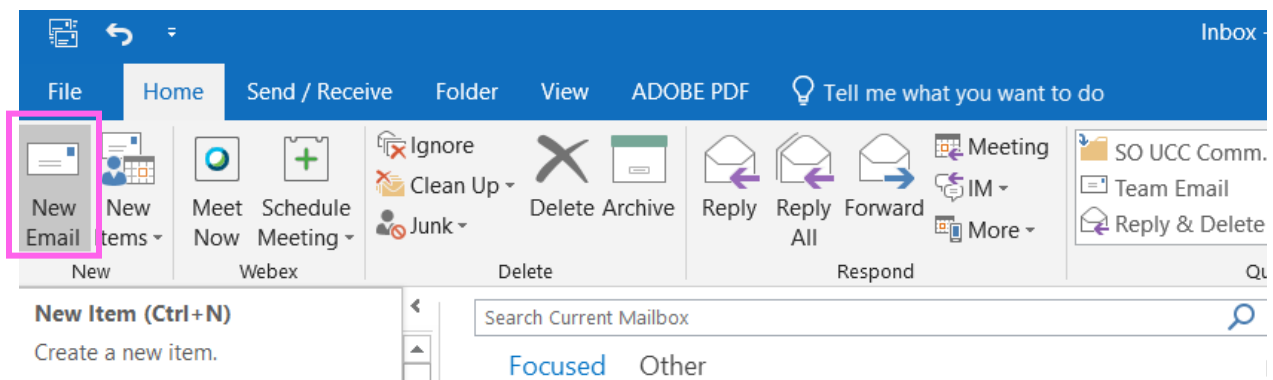


# Set up a new signature in Microsoft Outlook desktop software

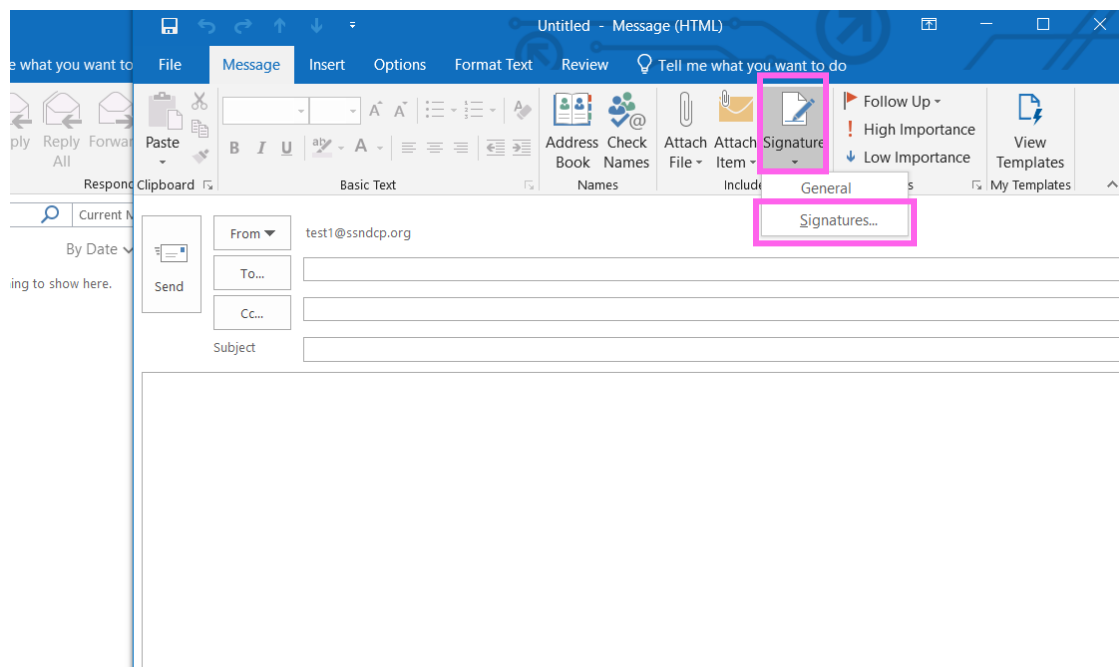
As part of the migration process, your signatures will be lost but can easily be recreated. Follow along with the screen shots below to create a new signature in Outlook.

1. Go into your **Sent Items** folder and find a message that has your previous signature. Highlight and copy (press Control+C) your previous signature so you can be ready to paste it into the Signatures window in step 4.

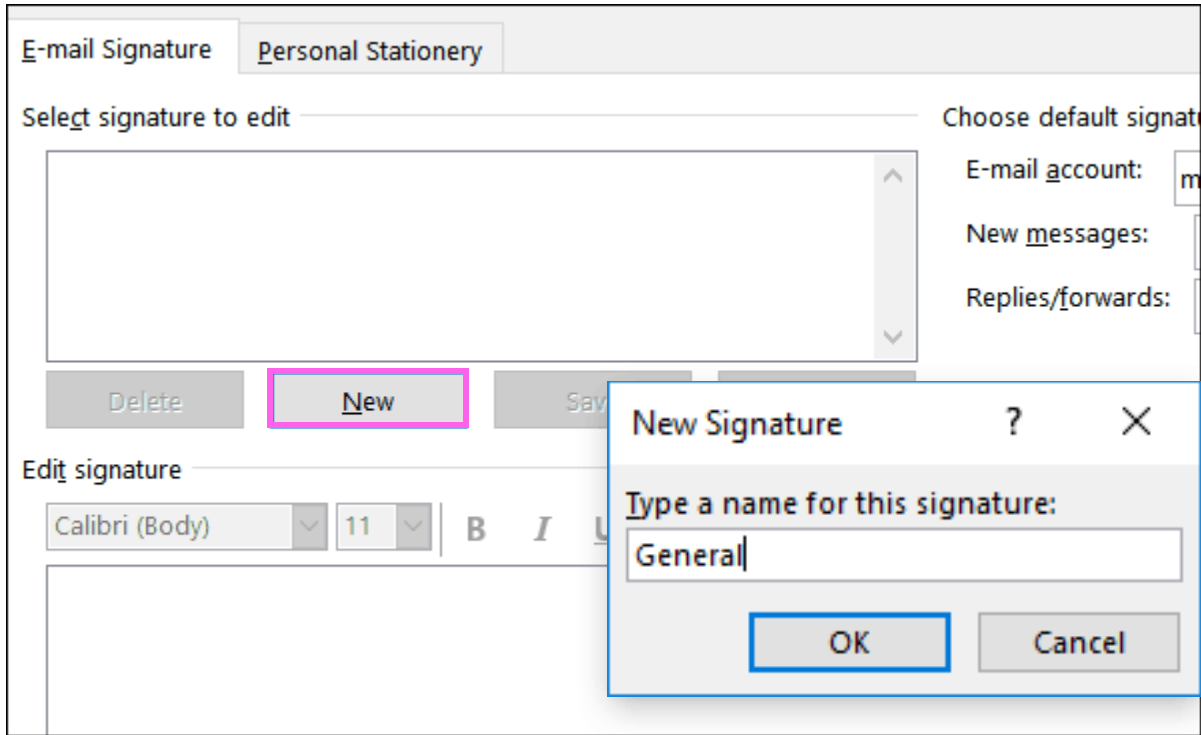
2. Click **New Email** on the toolbar.



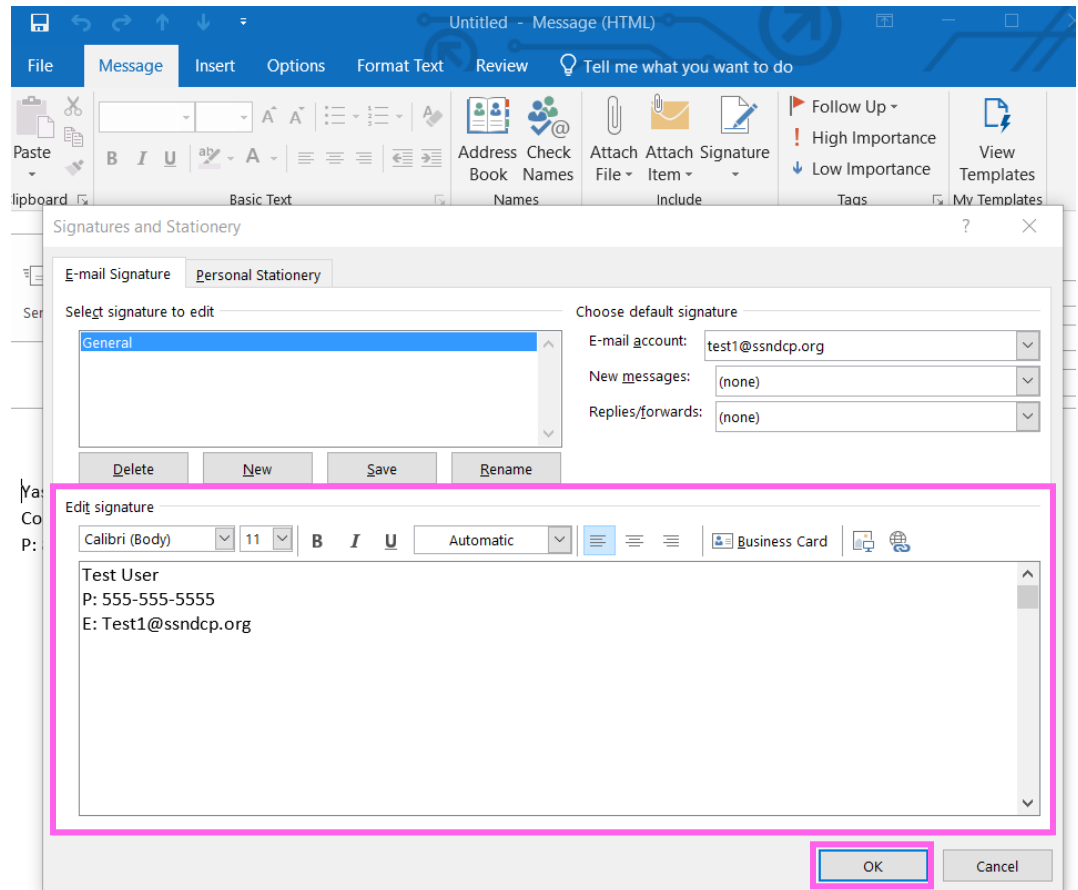
2. When the new email window opens, click **Signature** and then select **Signatures...**



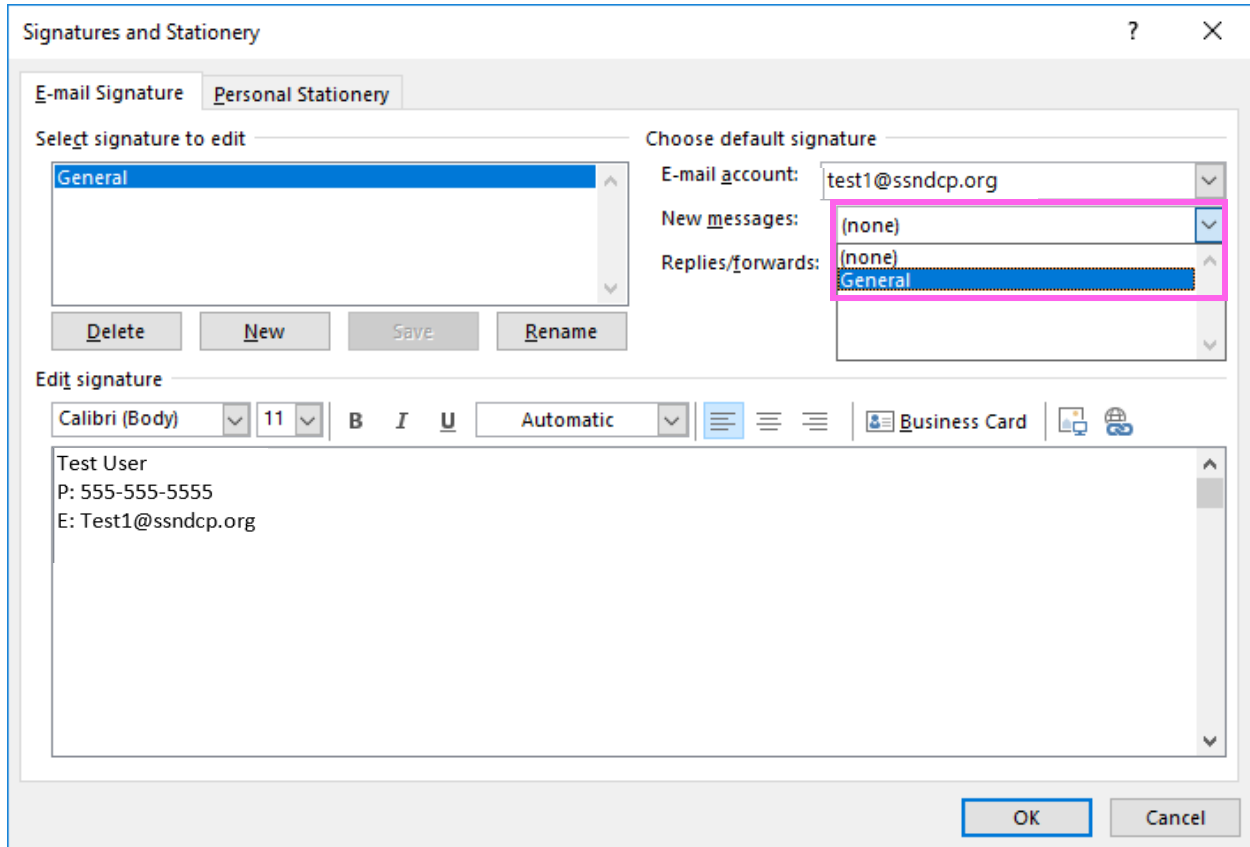
3. Click **New** and *enter a name* (General is just an example) and *click OK*



4. Click in the Edit Signature window and *paste* (Control+V) your existing signature or create a new one like the example shown.



5. Click the **New messages**: pull down menu and select your newly named Signature (i.e. General). If you would like your signature to appear on messages you reply or forward, you can select it to appear in the Replies/forwards pull down menu also. Click **OK** once you are completed with your signature and settings.



Now, when you compose a new email message, the signature will automatically appear!

If you run into any troubles please reach out to us at 1-800-373-7521 or [helpdesk@ssndcp.org](mailto:helpdesk@ssndcp.org). For more Office 365 tutorials please visit <https://www.ssndcentralpacific.org/it-resource-center/tutorials>