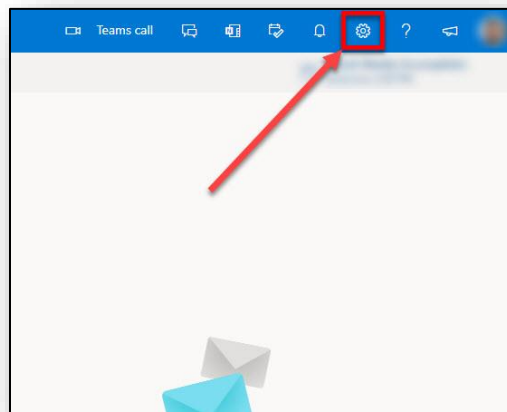


## Updating Email Signature in Office365 Online

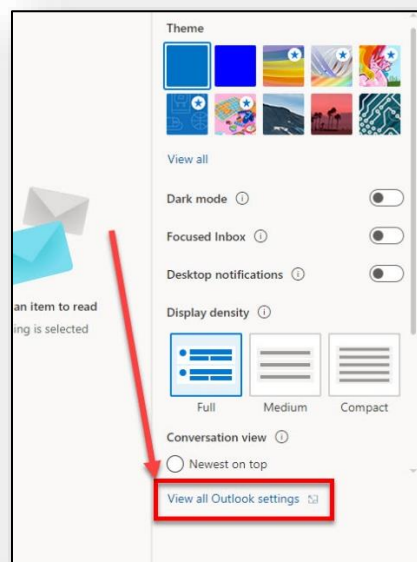
There are two approved signatures. The first is intended for new messages only, and the second is intended for replies and forwards. This document will walk through the process of setting these as your default signatures in Office365 online.

### Navigating to Signature Settings

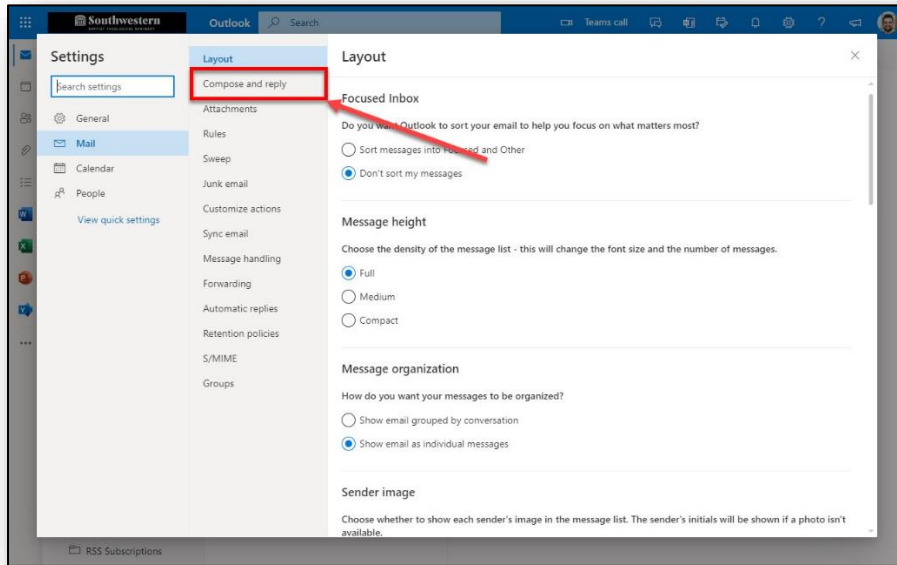
1. Once you have navigated to your Outlook inbox online, select the settings icon at the top right of the screen.



2. In the settings menu, click 'View all Outlook settings'

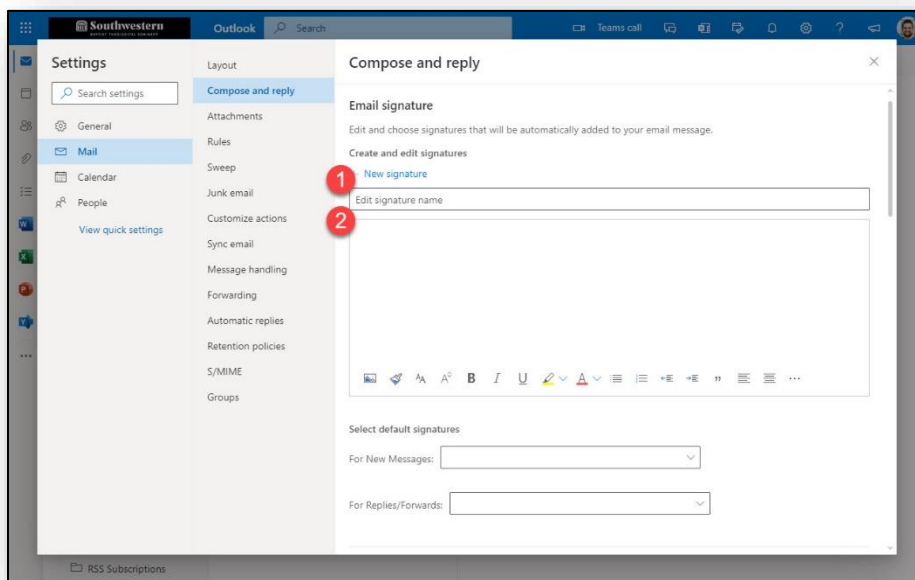


3. In the settings window, select 'Compose and reply'

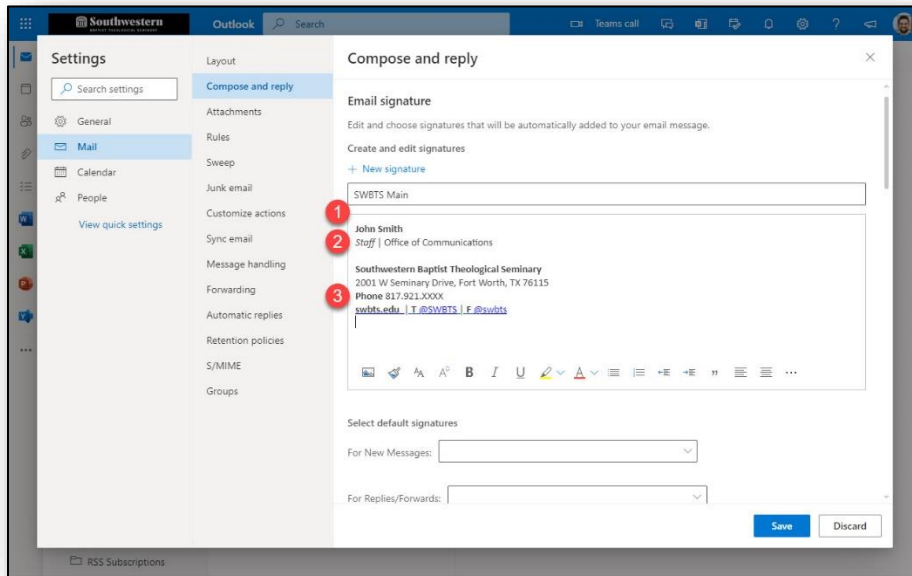


## Creating Main Signature

1. In the 'Compose and reply' window 1. Type the name of the signature, 2. then paste the 'SWBTS Main' or 'TBC Main' signature template (see Email Signature document) in the signature field.

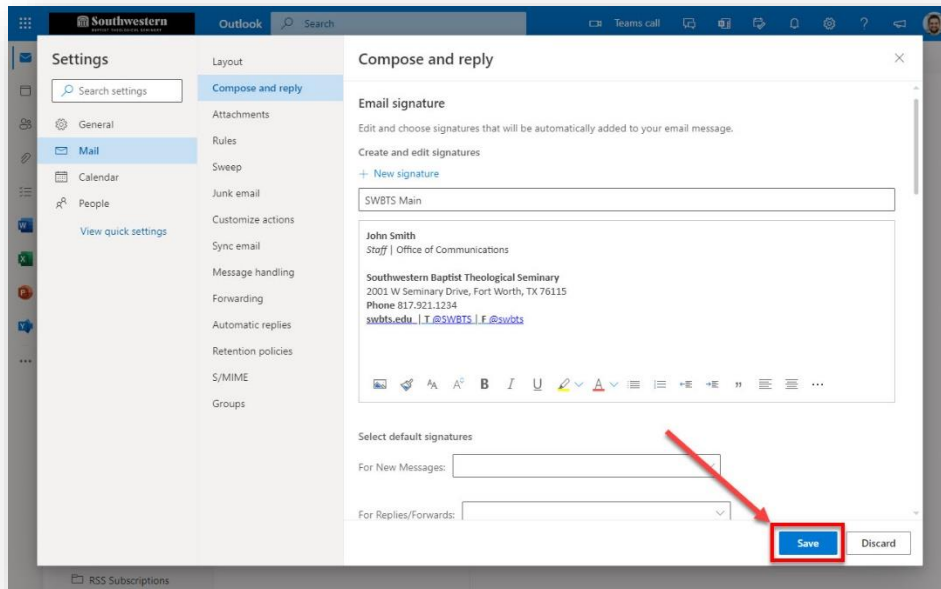


2. Change the following in the default template: 1. Your name, 2. Your position and office, and 3. Your direct dial number.



**NOTE:** If you do not have a direct dial number, insert the campus main line (817.923.1921) followed by 'ext.' and your extension.

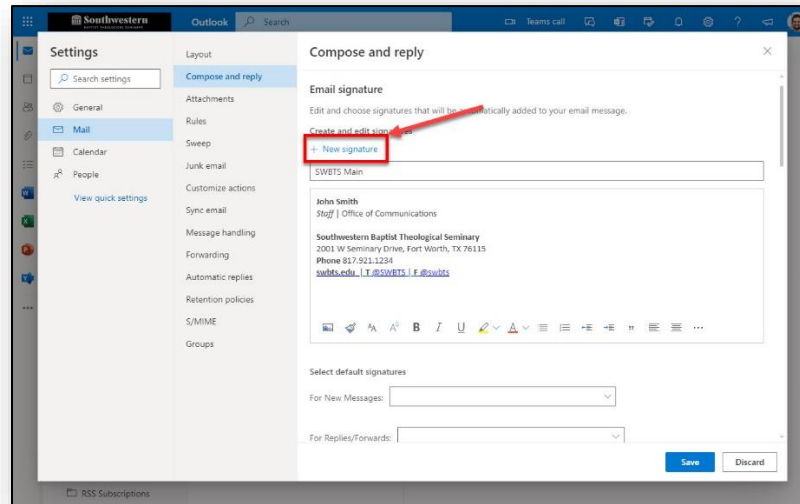
3. Once you have made your edits, click the 'Save' button at the bottom right of the window.



**NOTE:** If you already have a signature you will replace the fields with the information above.

## Creating Replies Signature

1. Once you have created your Main signature, click on the '+ New signature' button to create your Replies signature.

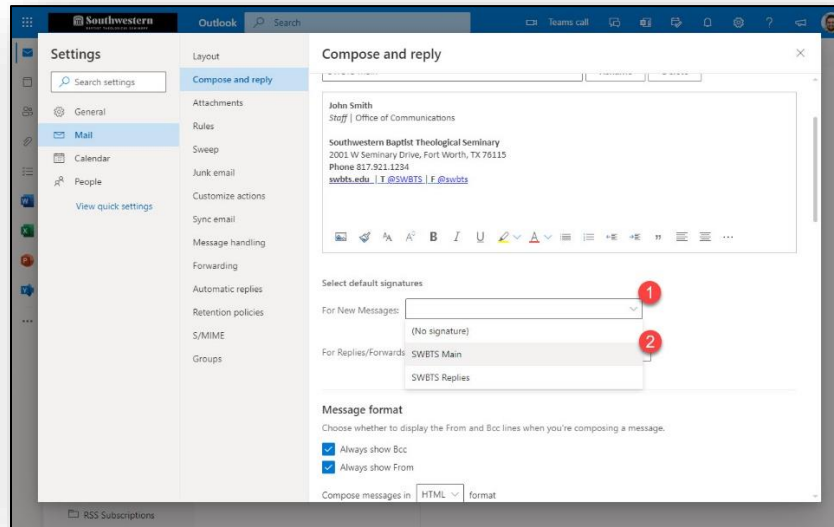


2. Repeat the process from the Main instructions but with the Replies template from the Email Signature document.

**NOTE:** The replies signature only contains your name, position and office, and the website link. DO NOT provide your phone number or social media information.

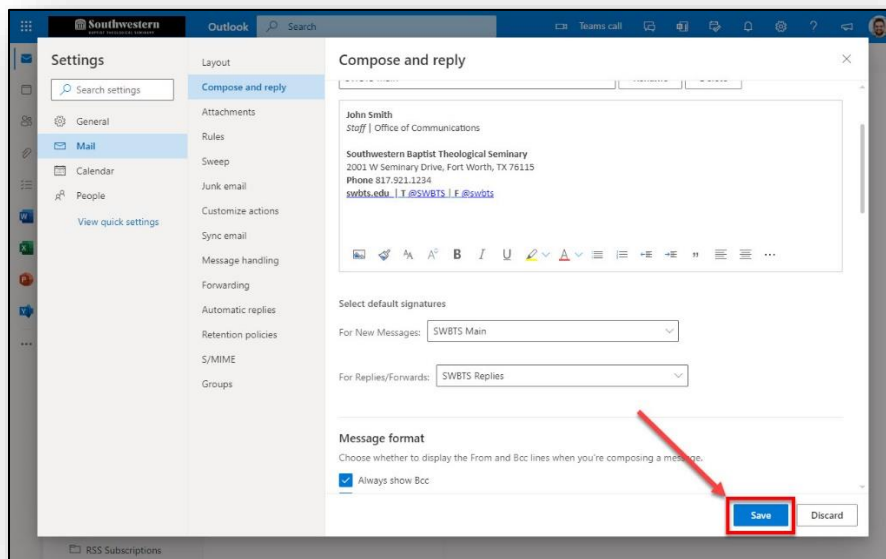
## Setting Default Signatures

1. After creating your Main and Replies signatures, select the dropdown menu for 'For New Messages:' and select your Main signature.



2. Repeat this process for the 'For Replies/Forwards:' selecting your Replies signature.

3. Once these have been selected, click the 'Save' button at the bottom right of the window.



Need further assistance?  
Contact Communications at x8720