# Updating Email Signature on Outlook for Mac

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 Outlook on a Mac computer.

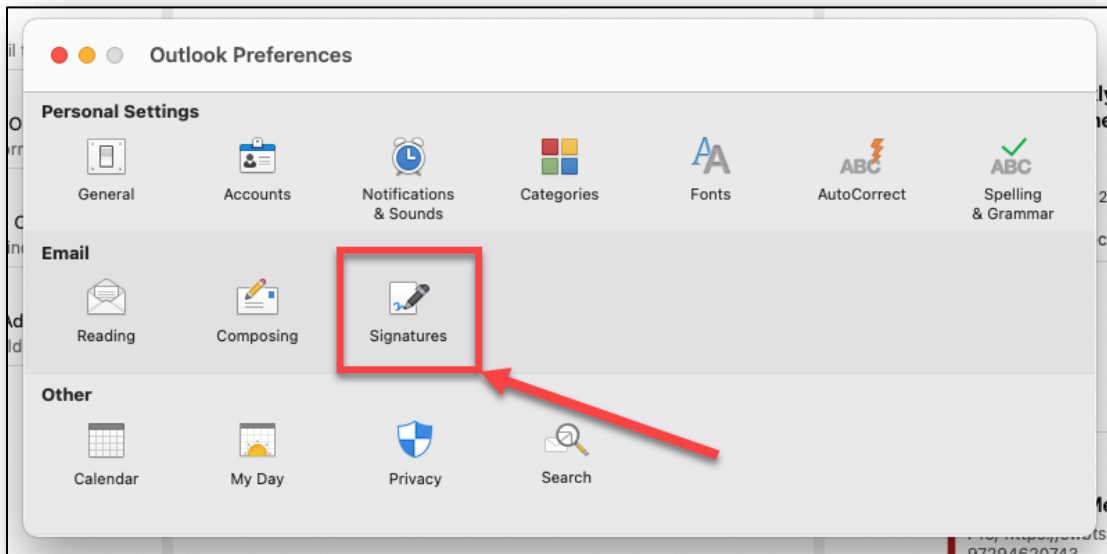## Navigating to Signature Settings

1. With Outlook open, click on the 'Outlook' button in the top menu bar.
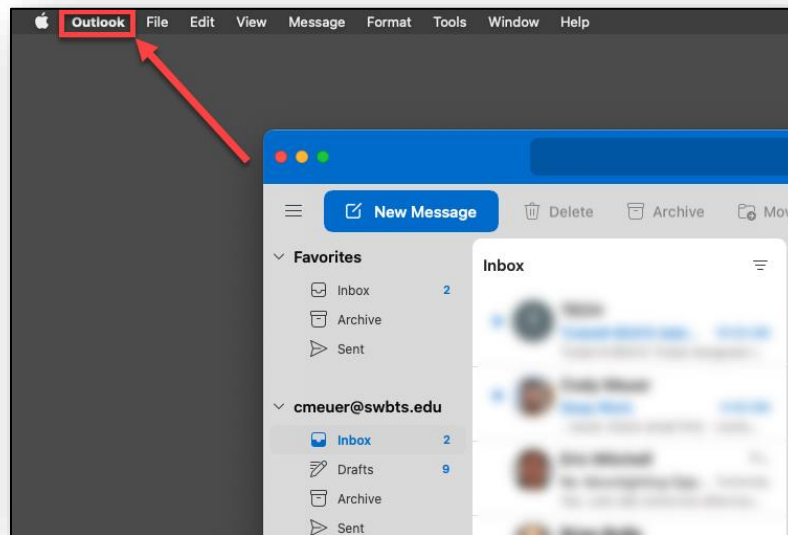
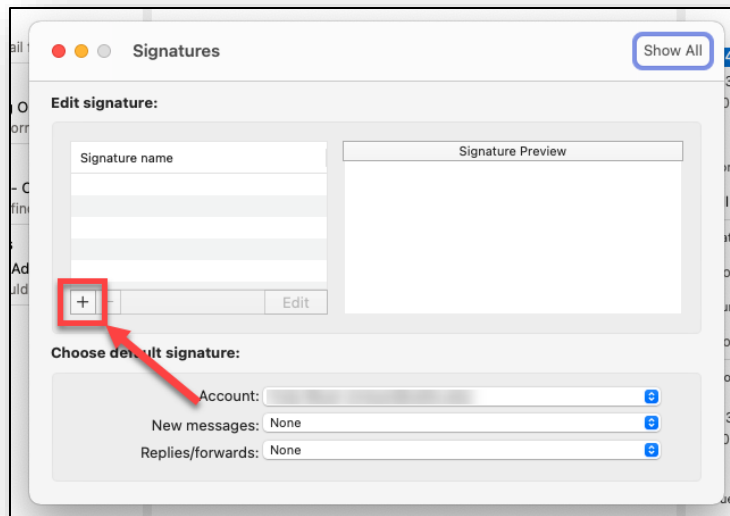
2. In the dropdown menu click on 'Preferences'.
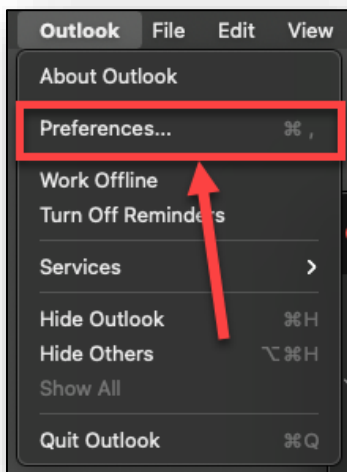
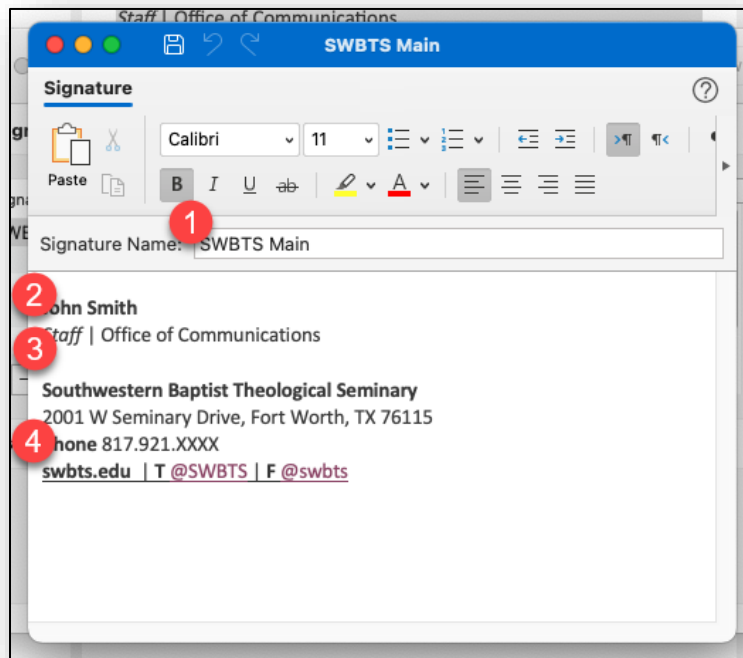3. In the preferences menu, select 'Signatures.

Creating Main Signature

1. In the signatures menu, click the '+' button.

2. Copy and paste the Main signature from the 'Email Signatures' document into the body of the window.

3. Then, change the following 1. the signature name, 2. Your name, 3. Your position and office, and 4. Your direct dial number.
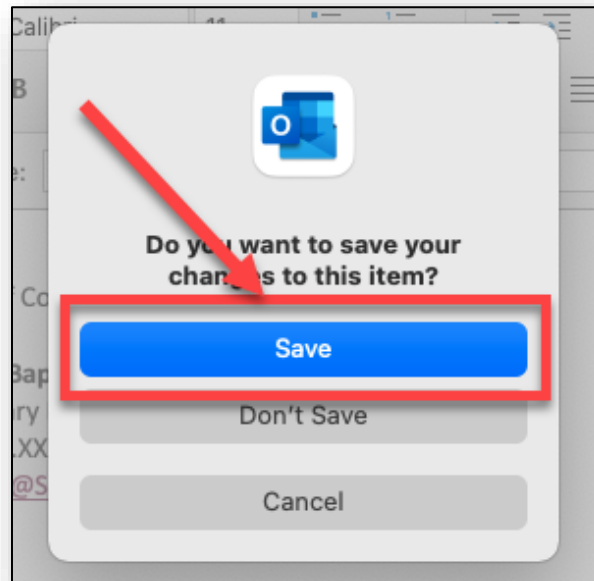
NOTE: If you do not have a direct dial number, insert the SWBTS main line (817.923.1921) followed by 'ext.' and your extension.

4. After changing the signature information, click on the red exit button.
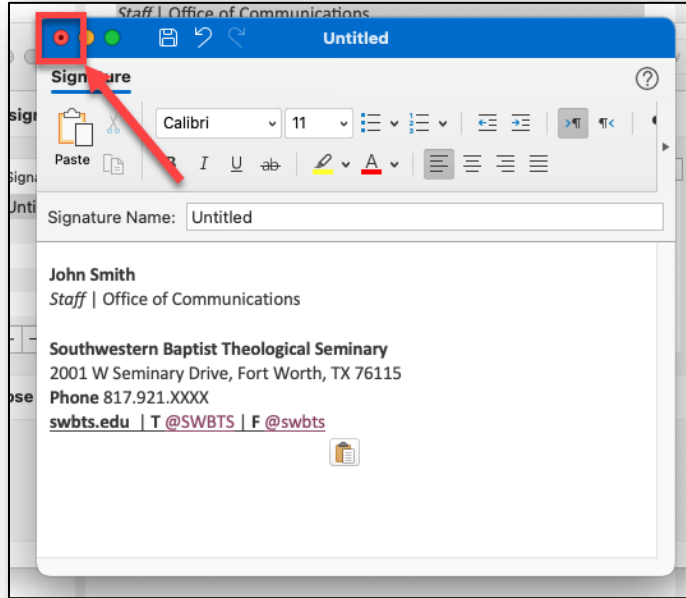
5. You will be prompted to save the signature, click 'Save'.

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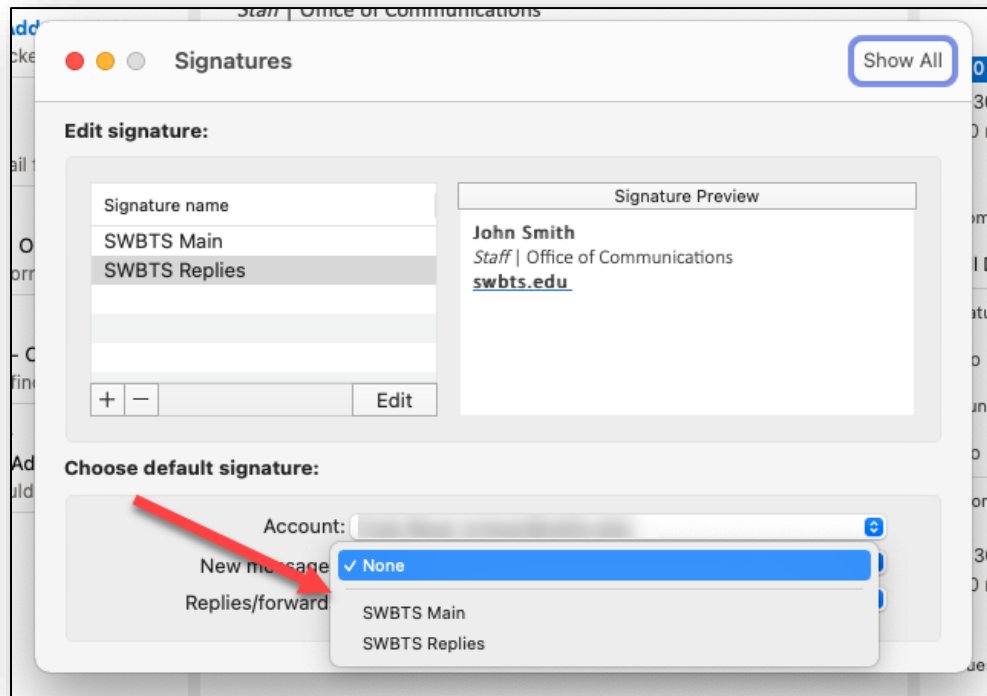
Creating Replies Signature

1. Repeat the process from the Main signature instructions but with the Replies template from the 'Email Signature' document.
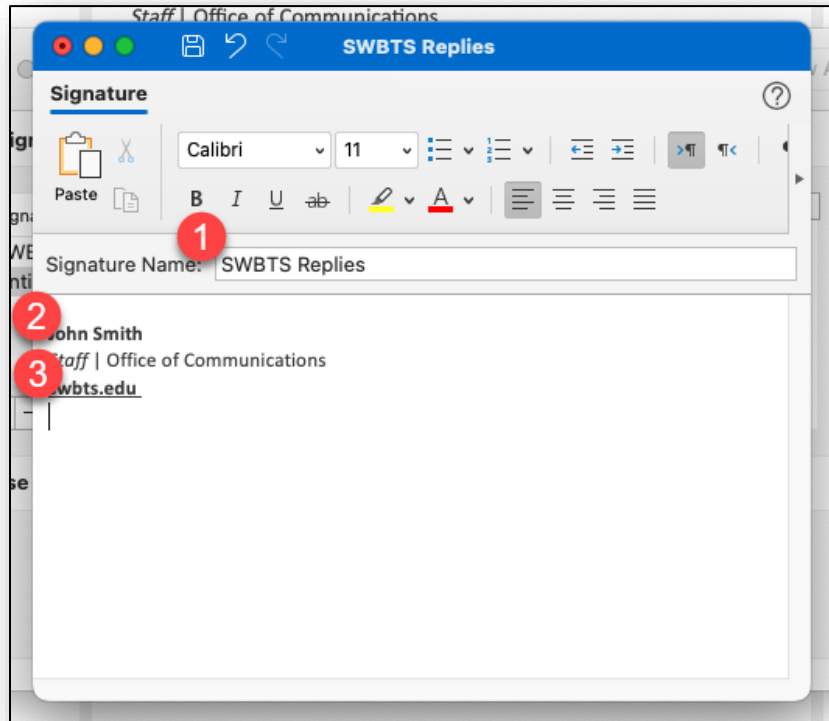
NOTE: The replies signature only contains your name, position and office, and the website link. DO NOT provide your phone number or social media information.

Setting Default Signatures

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

2. Repeat this process for the 'Replies/forwards', selecting your Replies signature.

3. Once these have been selected, click the red 'x' button at the top left of the window.

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Need further assistance?
Contact Communications at x8720

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