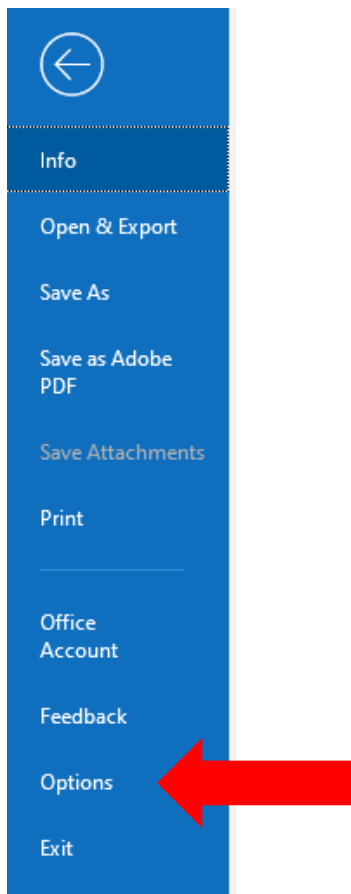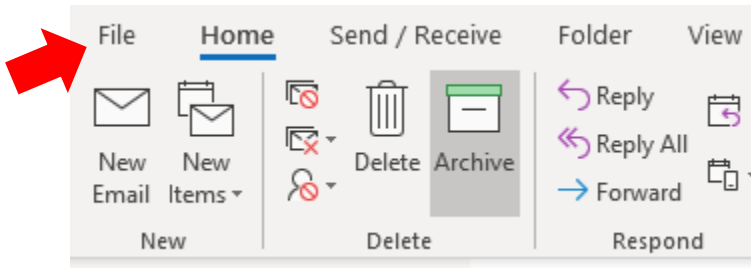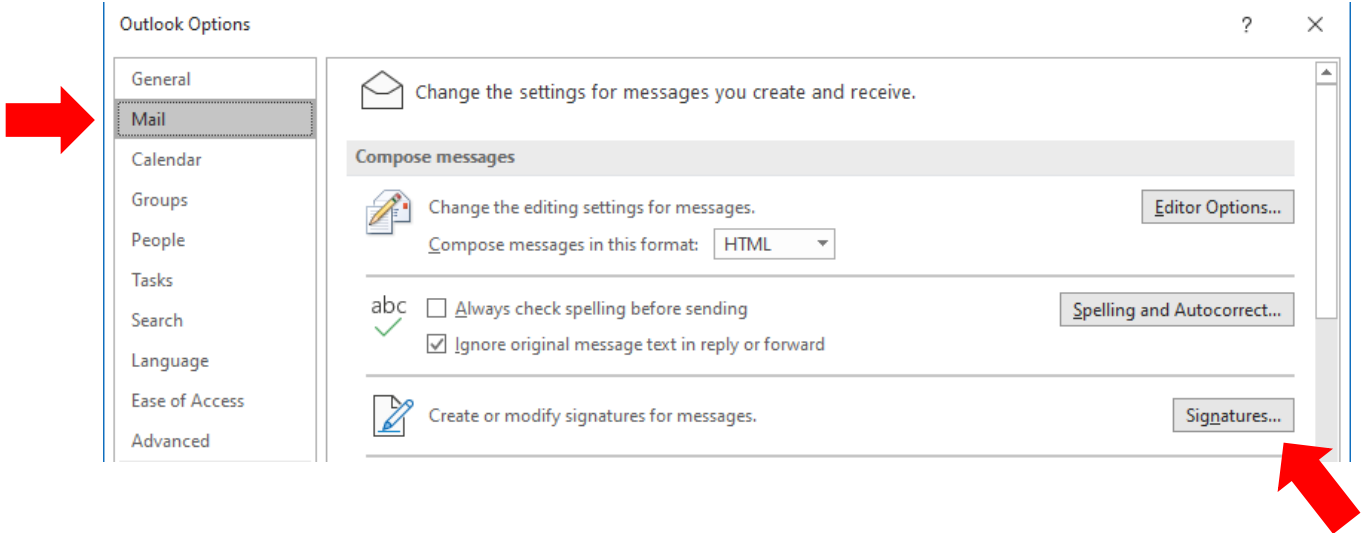# Instructions for Updating your Email Signature

1. In Outlook, click "File", then "Options"

2. Select "Mail" on the top left, then click the "Signatures" button

Outlook Options

General	
Mail	
Calendar	
Groups	
People	
Tasks	
Search	
Language	
Ease of Access	
Advanced	

Change the settings for messages you create and receive.

Compose messages

Change the editing settings for messages.   Editor Options...

Compose messages in this format: HTML

abc   ☐ Always check spelling before sending   Spelling and Autocorrect...
   ☑ Ignore original message text in reply or forward

Create or modify signatures for messages.   Signatures...

3. In the "Edit Signature" section within the E-Signature tab, update text and/or remove graphics (i.e. logo, HR Tagline, etc.) and click ok

Edit signature

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