Please use the following instructions to change your email signature:

1. Highlight the **Trinity Updated Logo** email signature below and replace the existing contact information with your contact information. Save your changes and keep this document open.
	1. **Be sure to change your name, title, email address, and phone number**
2. Launch Outlook.
3. Click on “New Email.”
4. From your “New Email” window, find the “Signature” icon (located on the top menu bar) and click the drop-down menu.
5. From the drop-down menu, click on “Signatures…” This should prompt a “Signatures” box.
6. From the “Signatures” box, click on “New.” This should prompt you to name your new signature.
7. Name your new signature “Updated Logo”
8. With the Word document still open, do a “select all” on the entire signature, including the Trinity logo, and click “copy.”
9. Go back to Outlook
10. Click on the blank area below the “Signature Name” field and click “paste.” Your updated Trinity logo signature should appear.
11. To set the Trinity logo signature to appear with every email you send automatically or reply to, from your “Signatures” box, under the “Choose default signature,” click on the “New messages” field. You should find your newly named “Updated Logo” from that drop-down menu and click on it. This process is repeated for the “Replies/forwards” field directly below “New Messages.”
12. Click OK, and you will be ready to use your new email signature.

Please note that the font, colors, or logos should not be changed, and nothing else should be added to the email signature.

**Trinity Updated Logo:**

|  |  |
| --- | --- |
| A blue and white logo  Description automatically generated | **Jane Smith**Director of Email Signatures6601 West College Drive | Palos Heights, Illinois 60463123.456.7890 | name@trnty.edu |
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