**Outlook Signature**

**Type your name here** | Type your Title here, your Department  
Additional departments / titles may be added here or this line may be deleted   
**Kutztown University of Pennsylvania**  
Office Number and Building | P.O. Box 730 | Kutztown, PA 19530  
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**CREATING YOUR EMAIL SIGNATURE**

**INSTRUCTIONS FOR OUTLOOK FOR WINDOWS**

1. Type in the appropriate information for your signature above leaving the space before and after the | which acts as a separator.
2. Highlight the entire signature, hold down the control key, and click the C key (copy).
3. Open Outlook.
4. Click on the File tab.
5. Click on Options (The Outlook Options window should open).
6. Click on Mail in the menu on the left.
7. Click on the Signatures button on the right (The Signatures and Stationery window should open).
8. Click New and enter the name KU Signature, click OK.
9. Place the cursor in the empty box below Edit Signature, hold down the control button, and click the V key (paste). Your signature should appear in the window.
10. Click the Save button directly above the signature box.
11. Select KU Signature for both New Messages and Replies/Forwards under Choose Default Signature at the top right.
12. Click OK to close the Signatures and Stationery window.
13. Click OK to close the Options window.
14. Open a new email to check your signature appears accurately.

**INSTRUCTIONS FOR OUTLOOK FOR MAC**

1. Type in the appropriate information for your signature above leaving the space before and after the | which acts as a separator.
2. Highlight the entire signature, hold down the command key, and click the C key (copy).
3. Open Outlook.
4. Open a new email.
5. Click on the Signatures pull down menu and click Manage Signatures (The Signatures window should open).
6. Click the minus sign (–) at the bottom right corner of the signature name window to delete any current or existing signatures.
7. Click the plus sign (+) at the bottom right corner of the signature name window to create a new signature.
8. Place the cursor in the empty box below Edit Signature, hold down the control button, and click the V key (paste). Your signature should appear in the window.
9. Double click on the title of the signature and change it to KU Signature.
10. Check the box next to Signature to save it.
11. Be sure to choose KU Signature under Choose Default Signature at the bottom of box for both New Messages and Replies/Forwards.
12. Close all windows.
13. Open a new email to check your signature appears accurately.

**INSTRUCTIONS FOR OUTLOOK WEB APP (OWA) FOR WINDOWS**

1. Type in the appropriate information for your signature above leaving the space before and after the | which acts as a separator.
2. Highlight the entire signature, hold down the control key, and click the C key (copy).
3. Sign in to OWA.
4. Click the small gear in the top right corner to open the Settings page.
5. Click View all Outlook Settings in the bottom right corner.
6. Click Compose and Reply.
7. Delete any existing or current signatures.
8. Click New Signature and enter the name KU Signature in the text box.
9. Place the cursor in the email signature box, hold down the control button and click the V key (paste).
10. Click the Save button.
11. Select KU Signature for both New Messages and Replies/Forwards under Select Default Signatures.
12. Close the Settings window.
13. Open a new email to check your signature appears accurately.

**INSTRUCTIONS FOR OUTLOOK WEB APP (OWA) FOR MAC**

1. Type in the appropriate information for your signature above leaving the space before and after the | which acts as a separator.
2. Highlight the entire signature, hold down the command key, and click the C key (copy).
3. Sign in to OWA.
4. Click the small gear in the top right corner to open the Settings page.
5. Click View all Outlook Settings in the bottom right corner.
6. Click Compose and Reply.
7. Delete any existing or current signatures.
8. Click New Signature and enter the name KU Signature in the text box.
9. Place the cursor in the email signature box, hold down the control button and click the V key (paste).
10. Click the Save button.
11. Select KU Signature for both New Messages and Replies/Forwards under Select Default Signatures.
12. Close the Settings window.
13. Open a new email to check your signature appears accurately.