



KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

Creating an Email Signature (Outlook)

District Employees Express Training

January 2025

This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.

For Outlook Desktop (Windows or Mac):

1. **Open Outlook:** Launch the Outlook application.
2. **Go to Settings:**
 - Click on the **File** tab in the upper left corner.
 - From the menu, select **Options**.
3. **Open the Email Signature Settings:**
 - In the **Mail** category, click on **Signatures** (found under "Compose messages").
4. **Create New Signature:**
 - In the **Email Signature** tab, click on **New**.
 - Give your signature a name (e.g., "Work Signature").
5. **Design Your Signature:**
 - Use the editing box to create your signature. You can add text (e.g., your name, title, contact info), and format it using the options available (font, color, etc.).
 - Optionally, you can insert an image (like a logo or your photo) by clicking the **Image** icon in the toolbar.
6. **Set Default Signature** (optional):
 - You can set your new signature as the default for new emails and replies/forwards by selecting it in the dropdown menus for **New messages** and **Replies/forwards**.
7. **Save:** Once you're happy with your signature, click **OK** to save your changes.

For Outlook Web App (Outlook.com or Microsoft 365):

1. **Log in to Outlook:** Go to [Outlook.com](https://outlook.com) or your organization's Microsoft 365 Outlook page.
2. **Open Settings:**
 - Click on the gear icon in the upper right corner.
 - Select **View all Outlook settings** at the bottom.
3. **Navigate to Signature Settings:**
 - In the settings menu, go to **Mail > Compose and reply**.
4. **Create Signature:**

- In the "Email signature" section, type and format your signature as you like.
5. **Set Default Signature** (optional):
- If you want your signature to automatically be added to new emails or replies/forwards, check the appropriate boxes under **Automatically include my signature on new messages I compose** or **Automatically include my signature on messages I forward or reply to**.
6. **Save**: Click **Save** at the bottom to apply your changes.