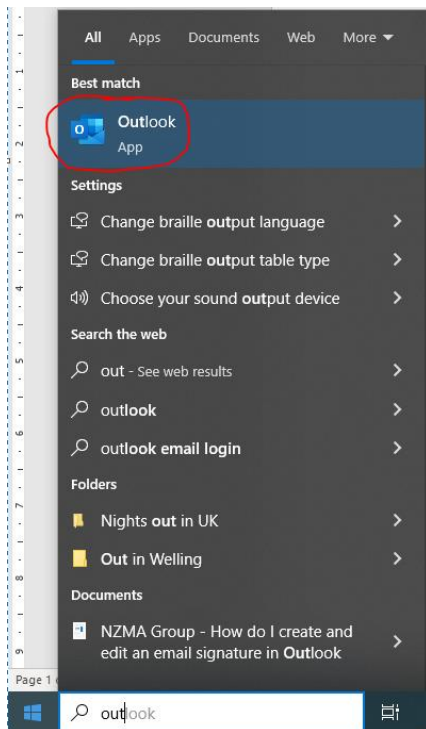


Contents

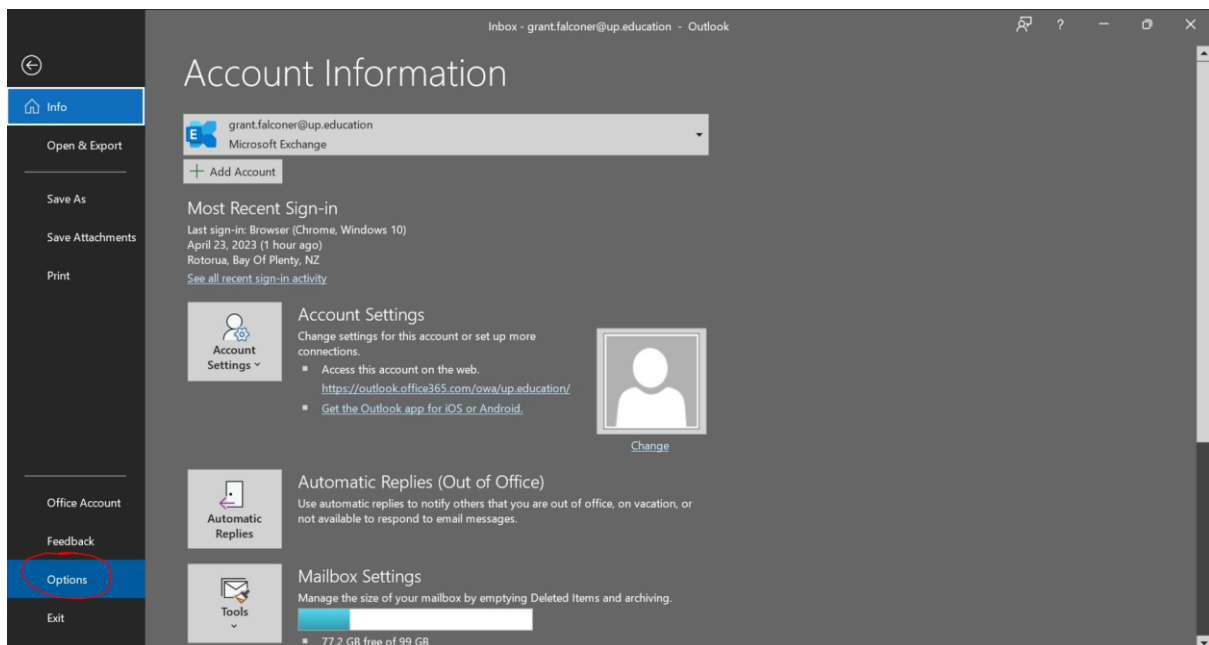
How to set up an email signature in Outlook	2
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How to set up an email signature in Outlook

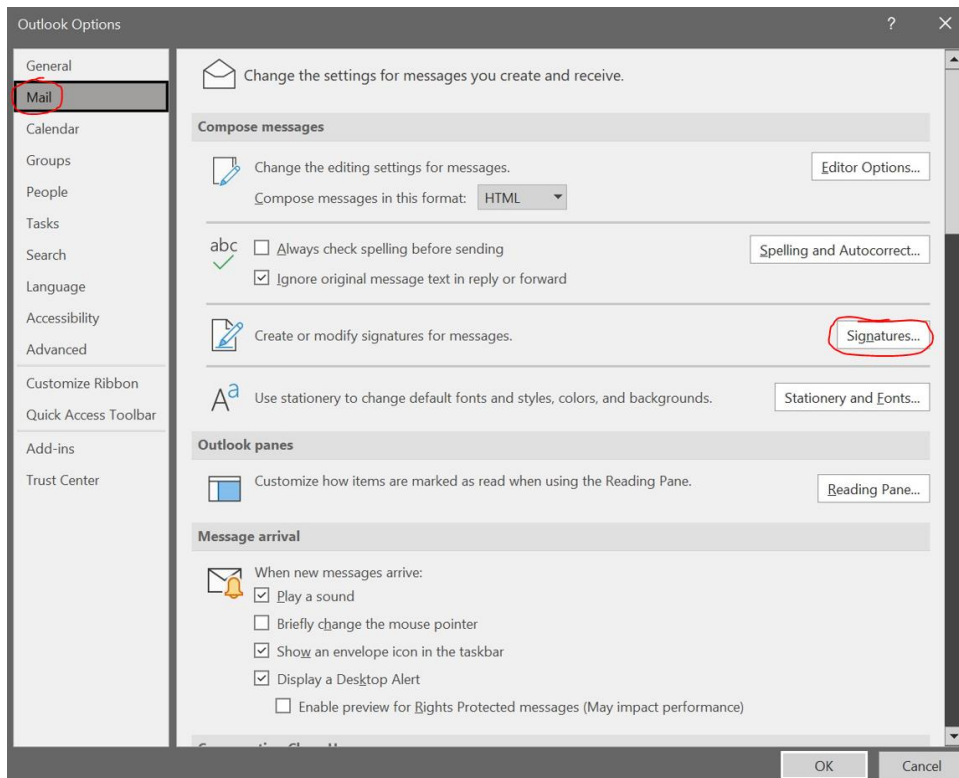
Step 1: Open the **Outlook App** from your start menu.



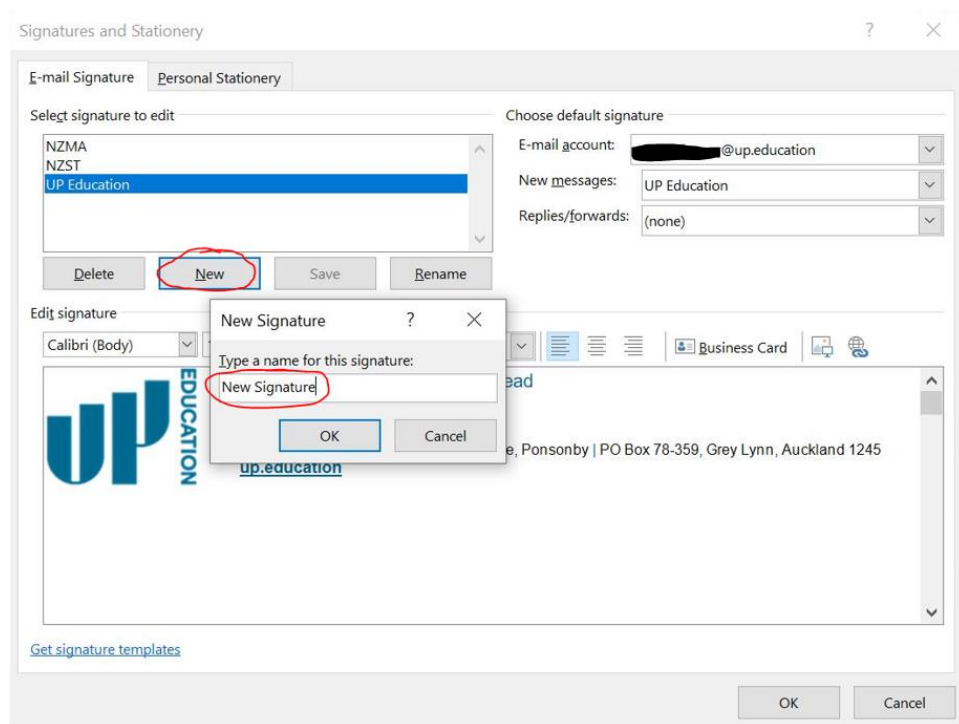
Step 2: Once Outlook is open, click on the **File** menu and select **Options**



Step 3: Select Mail and then Signatures

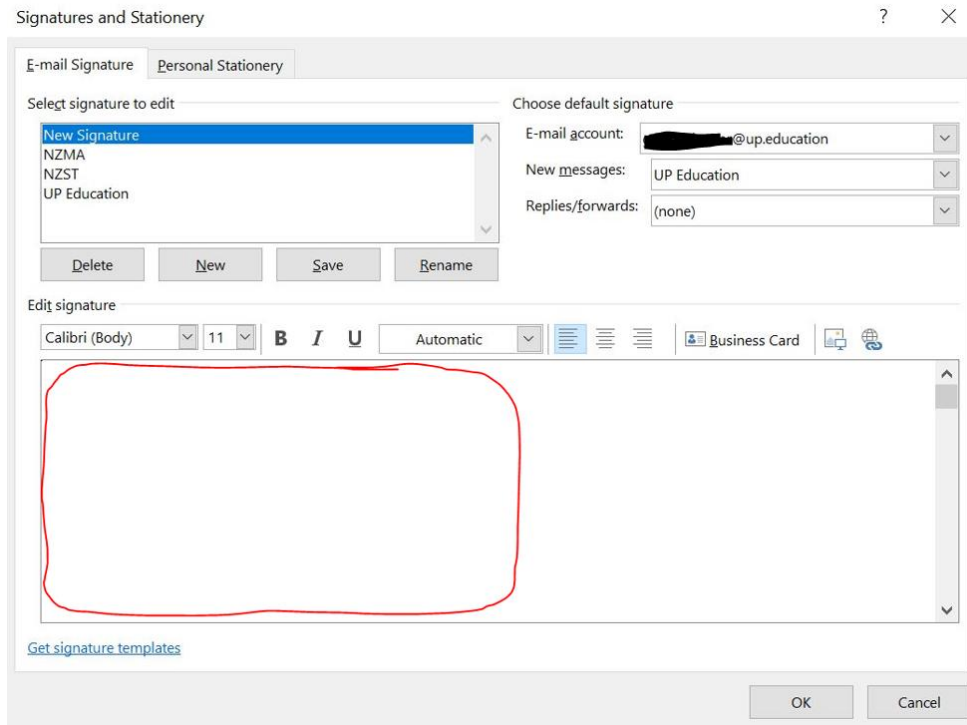


Step 4: Click New and give your signature an appropriate name and then click OK

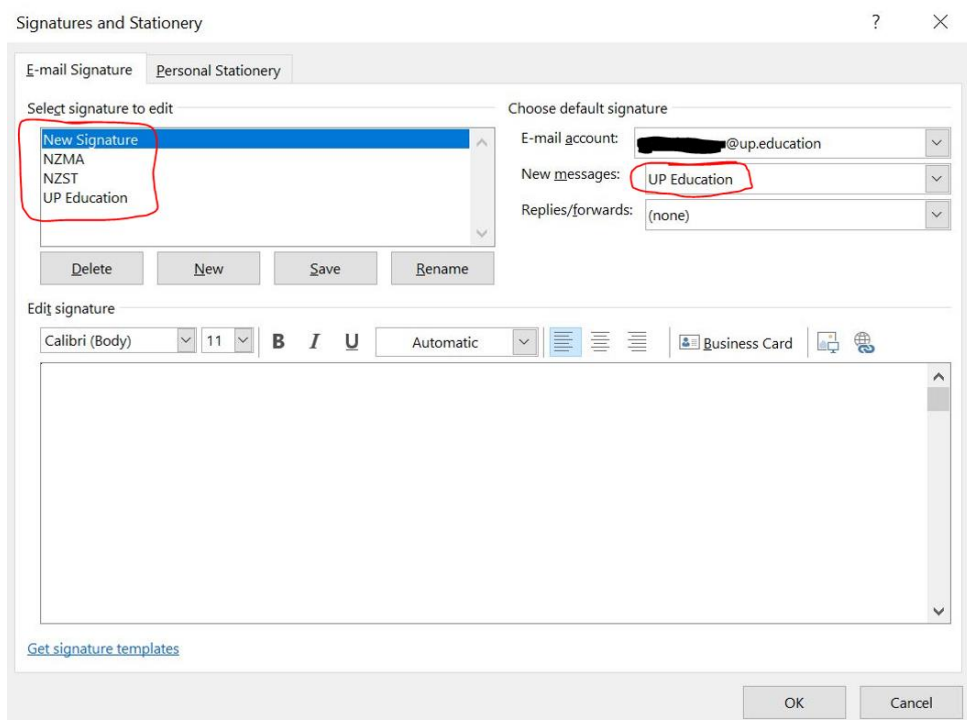


Step 5: You can now create your signature in the edit section below. You can add text and paste in images. Click **Save** when finished.

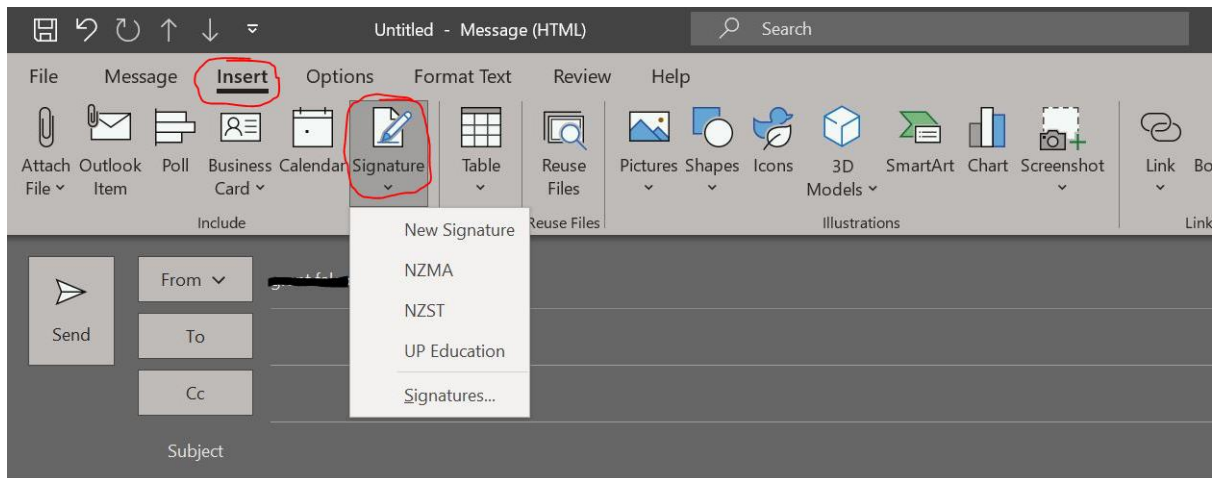
If you have multiple email aliases, (addresses) you can create multiple signatures to be able to use when sending email from a different alias. Click on the **New** button again to create more.



Step 6: You can use a default signature every time you create a new email. Click on **New messages** and select the signature you want to use each time you create a new mail message.



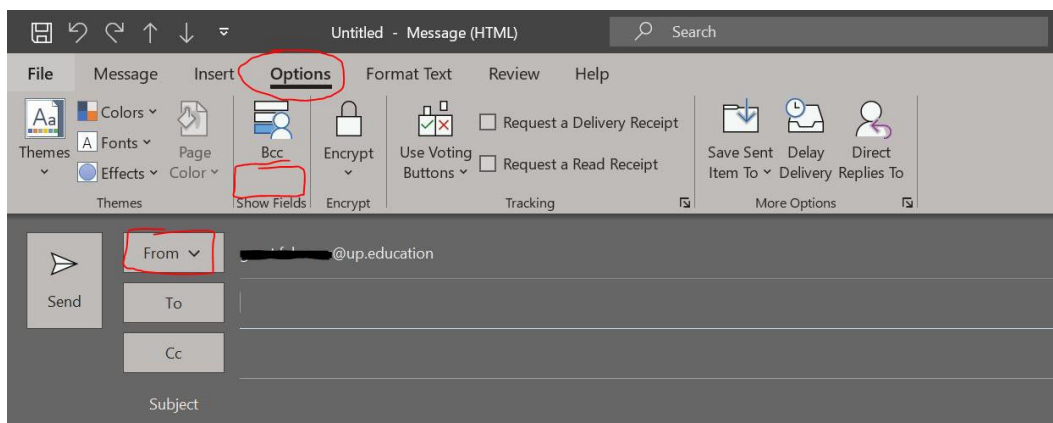
Step 7: If you haven't set a default email signature when creating new mail messages, you can select what signature you want to use by clicking **Insert** and then **Signature**. From the list of set up signatures, select the signature you want, and it will appear in the message area.



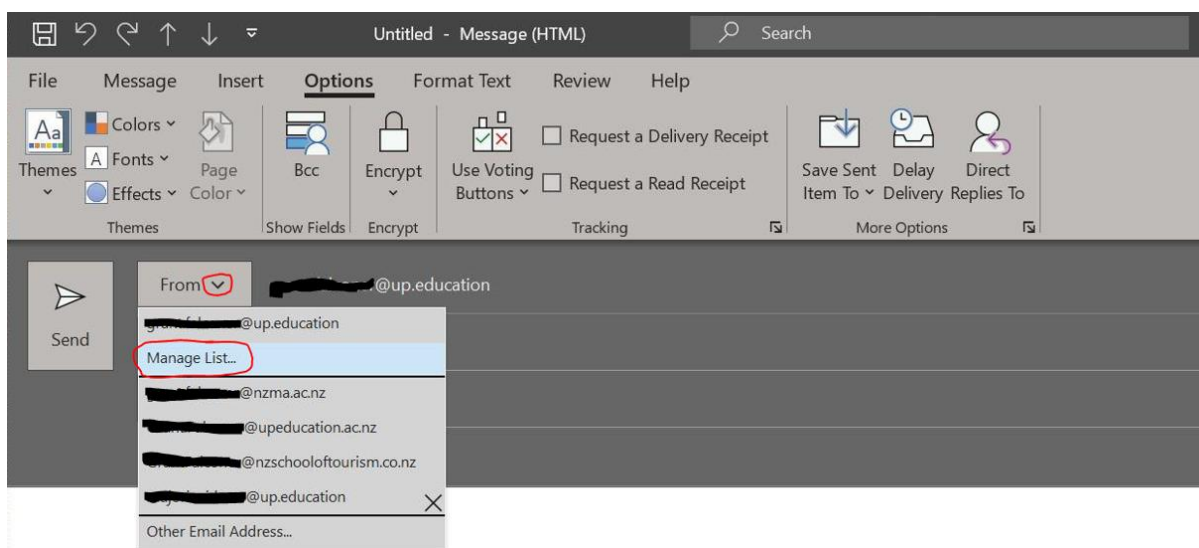
How to switch between email aliases when sending emails

If you have multiple email addresses e.g. firstname.lastname@nzma.ac.nz & firstname.lastname@nzis.ac.nz you can choose which email to use as your senders address when sending an email.

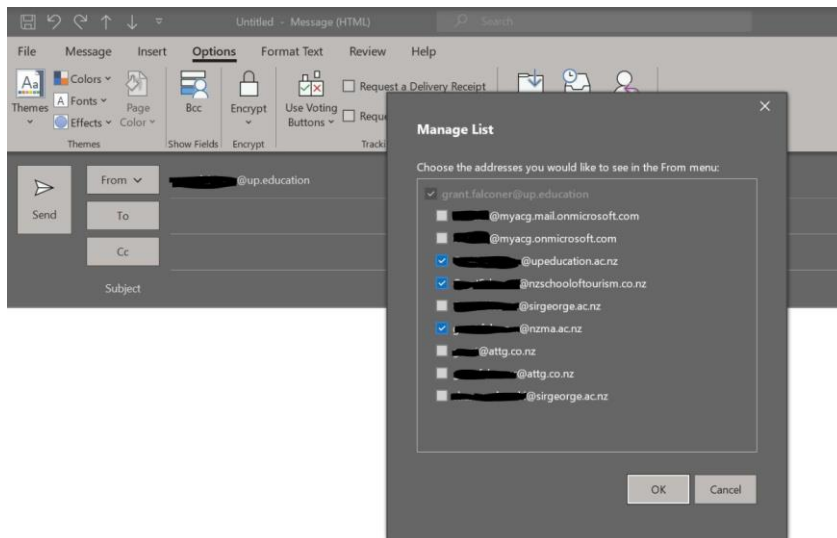
Step 1: After you create a new mail message click on the **Options** tab. Under **Show Fields** click on **From** to make the From box appear.



Step 2: Click on the **down arrow** and select **Manage List**



Step 3: Select the addresses that you regularly use and click **OK**



Step 4: If you want to change your senders address, click on the down arrow and select the address you want to use.

