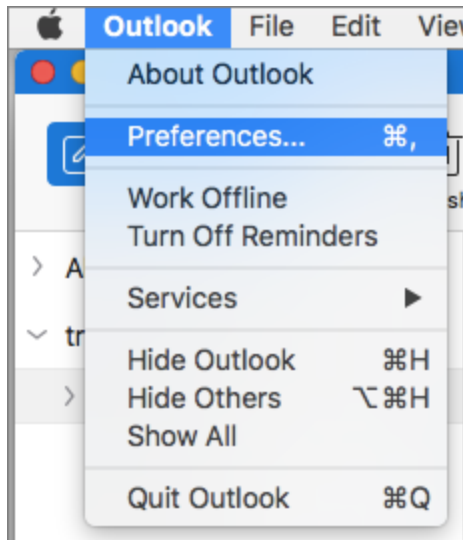
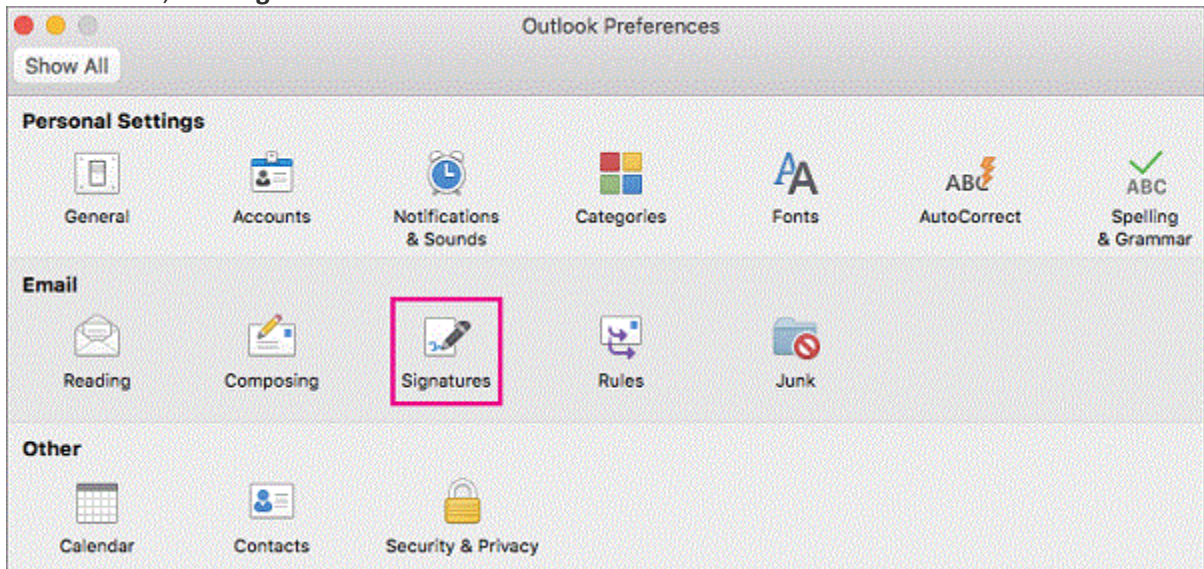


Creating Your Signature on a Mac

On the **Outlook** menu, click **Preferences**.



Under **E-mail**, click **Signatures**.



Click **Add** .

Double-click **Untitled**, and then type a name for the signature.

In the right pane, copy and paste the new email template.

Edit the template with your name, position, building and phone number.

Signatures

Show All

Edit signature:

Signature name	Signature
Tanya Smith	Name
New Logo	Position/Title
	<i>Inspiring Each Student Every Day</i>
	Eden Prairie Schools
	8100 School Road
	Eden Prairie, MN 55344
	Phone: (952) 875-7000

Choose default signature:

Account: K12 (Tanya Smith) ▾

New messages: None ▾

Replies/forwards: None ▾

Close the **Signatures** dialog box and your signature is saved.

Creating Your Signature on a PC

On the **Home** tab, select **New Email**.

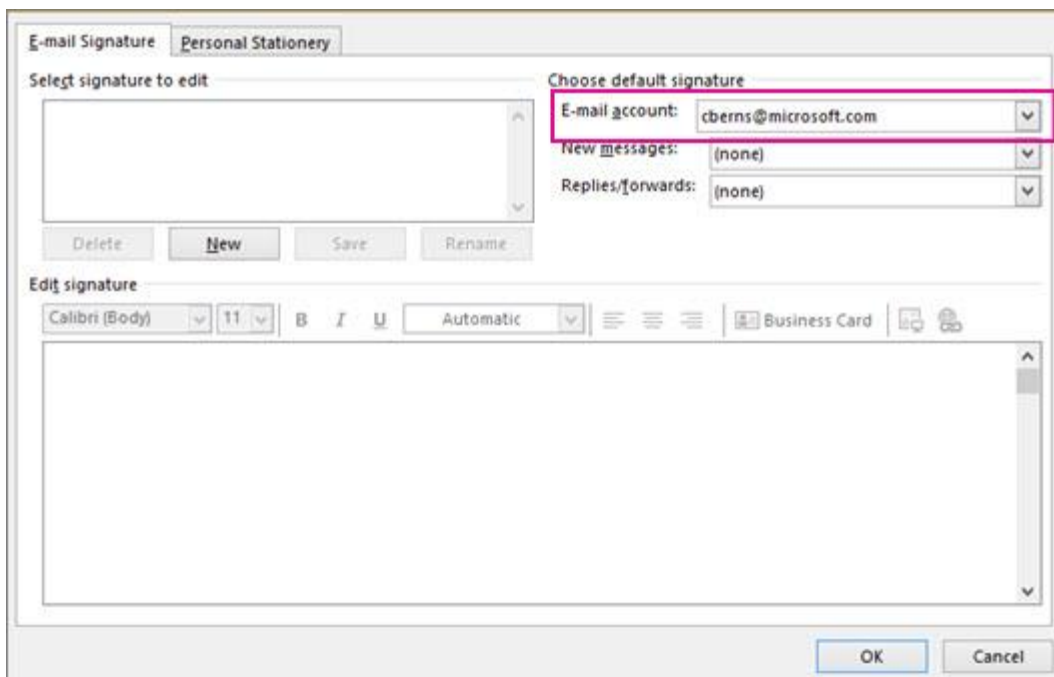


Select the **Message** tab.

In the Include group, select **Signature**, and then choose **Signatures**.



Under **Choose default signature**, in the E-mail account list, select an email account to associate with the signature.



Select signature to edit, select **New** and type a name for the signature.

Under **Edit Signature**, paste the Eden Prairie Schools email signature template and change name to your name, position to your position, phone number to your phone number and building address to your building. Click **OK**

Your signature is now complete.

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Communications
New Logo
Tanya

Delete New Save Rename

Choose default signature

E-mail account: Tanya_Smith@edenpr.k12.mn.us
New messages: Tanya
Replies/forwards: (none)

Edit signature

Calibri (Body) 11 B I U [background color] [list icon] [bulleted list icon] [numbered list icon] Business Card [insert link icon] [insert picture icon]

Tanya Smith
Communications
[Inspiring Each Student Every Day](#)

Eden Prairie Schools
8100 School Road
Eden Prairie, MN 55344
Phone: (952) 975-7000
www.edenpr.org

OK Cancel