

LaSalle Email Signature

Classic Outlook Desktop

Highlight the following sample Signature and select copy.

FName LName

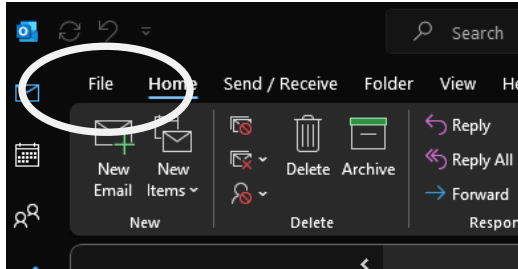
Position Title

La Salle Catholic College Preparatory

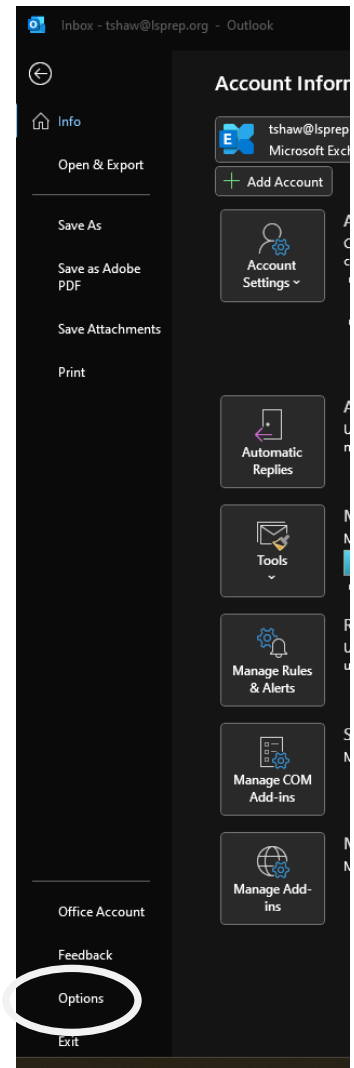
11999 SE Fuller Rd. | Milwaukie, OR 97222

o: 503.xxx.xxxx | m: 503.xxx.xxxx | lsprep.org

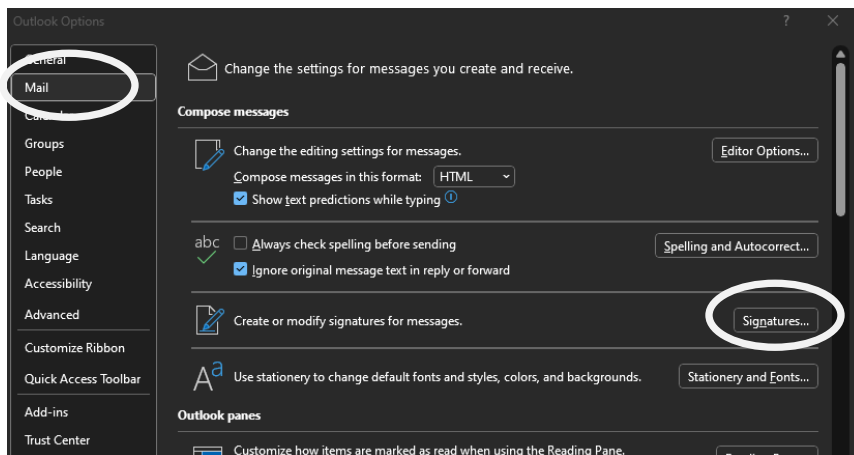
1. Select > File



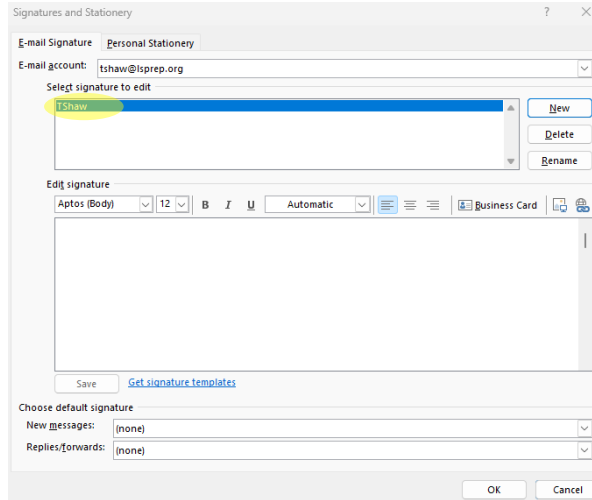
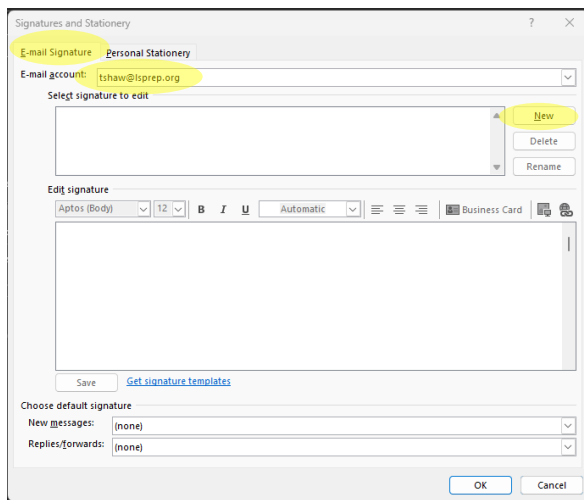
2. Select > Options.



3. From the Options Dialog Select >Mail >Signatures



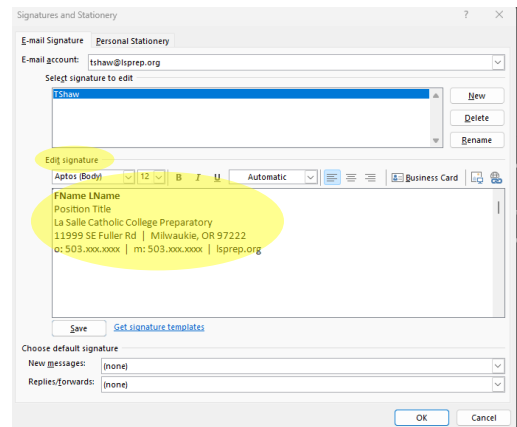
4. You should be on the E-mail Signature entry tab.
5. The E-mail account should be your account, i.e., tshaw@lsprep.org
6. Select the “New” button and Type a name for the Signature. Suggestion, use your Username.



7. Paste the copied sample E-mail Signature in the Edit Signature space. DO not change any configurable options. Edit the text in the sample signature to your personal info i.e., name, title, phone numbers, etc.

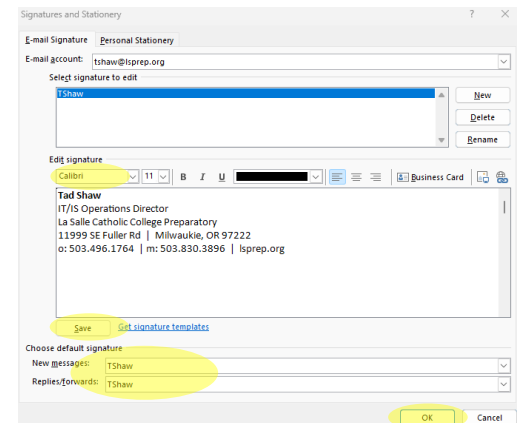
Regarding phone numbers, if you are a teacher or do not want to add your direct dial, please enter the campus general number, 503.659.4155. You do not have to enter a mobile number. If you have a Fax number, please enter it just prior to our website. Example:

o: 503.xxx.xxxx | m: 503.xxx.xxxx | f: 503.xxx.xxxx | lsprep.org



8. When you have completed your signature, select the “Save” button. You should notice that the font name changes to Calibri. After that, select the default signature for each of the “New messages” and “Replies/forwards”.

Once you have completed the above, select the “OK” button.



New Outlook Desktop

Highlight the following sample Signature and select copy.

FName LName

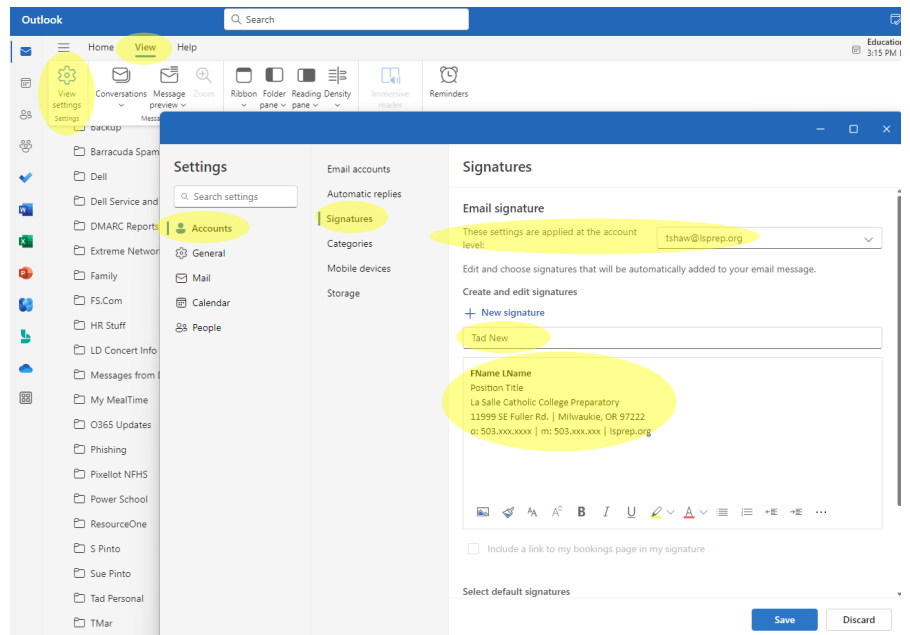
Position Title

La Salle Catholic College Preparatory

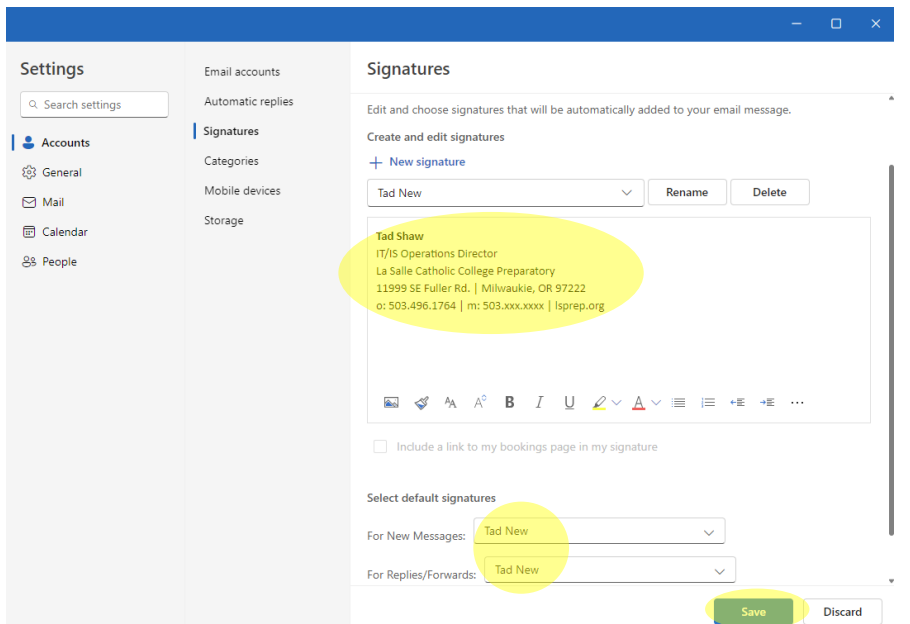
11999 SE Fuller Rd. | Milwaukie, OR 97222

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1. Goto View>View settings>Accounts>Signatures
2. You should see your email address in the “these setting are applied at the account level: space.
3. Enter a signature name.
4. Paste the sample text into the text field.



5. Edit the sample Signature.
6. Enter the signature name for each New Messages and For Replies/Forwards
7. Select “Save”



Outlook Web access:

1. Sign into outlook.office.com.
2. Copy the sample Signature.

FName LName

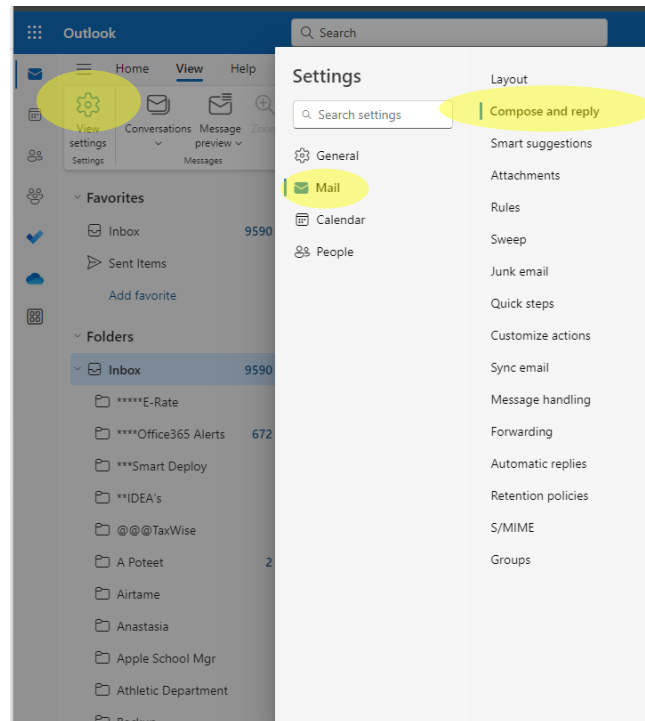
Position Title

La Salle Catholic College Preparatory

11999 SE Fuller Rd. | Milwaukie, OR 97222

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3. Goto view Settings>Mail>Compose and reply.
4. Follow the steps from New Outlook Desktop beginning at Step 2.



Gmail Email Signature:

1. Copy the signature Sample.

FName LName

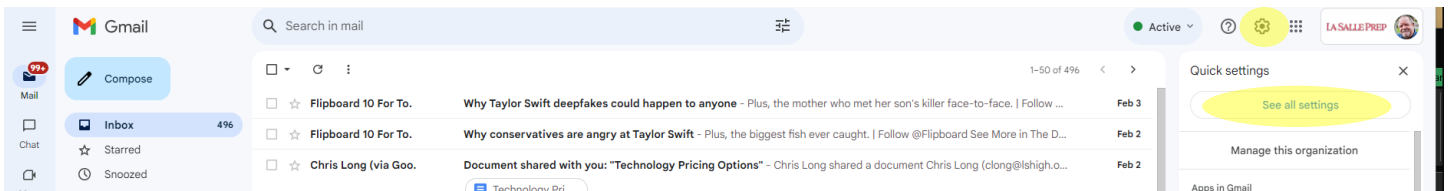
Position Title

La Salle Catholic College Preparatory

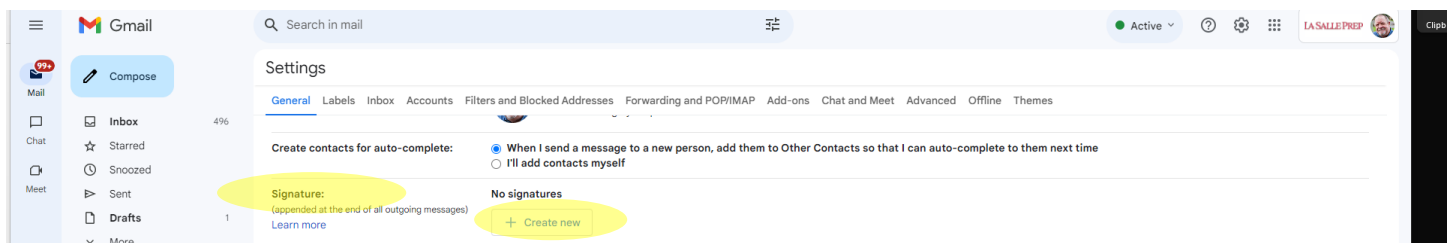
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2. Open your Gmail Account
3. Select the Cog icon in the upper right of your screen and then select “See all settings”.



4. Scroll down Settings on the left to “Signature” and select “Create new”.



5. Enter the Signature name and select the “Create” button.
6. Paste your sample signature to the right of your Signature name. NOTE: you will need to scroll up and down to see the entire entry.
7. Highlight the entire Signature sample and then select the drop-down arrow on the lower right.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Tad New	La Salle Catholic College Preparatory 11999 SE Fuller Rd. Milwaukie, OR 97222 o: 503.xxx.xxxx m: 503.xxx.xxxx lsprep.org
	Sans Serif T B I U A

8. You should see several icons. Select the remove formatting icon or you can type Ctrl-\

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Tad New	FName LName Position Title La Salle Catholic College Preparatory
	Sans Serif T B I U A

9. You can now change the font to Tahoma and then after that select the spaces in between the lines of text and delete them.
10. Edit your signature. Be sure to Bold your FName and LName. When all looks correct select the Signature defaults and go to the bottom of the page and select “Save Changes”.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Tad New	Tad Shaw IT/IS Operations Director La Salle Catholic College Preparatory 11999 SE Fuller Rd. Milwaukie, OR 97222 o: 503.496.1764 m: 503.830.3896 lsprep.org
	Tahoma T B I U A

[+ Create new](#)

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

Tad New Tad New

[Save Changes](#) [Cancel](#)