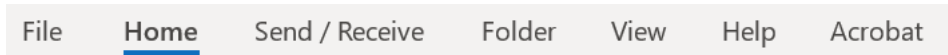


How to Customize your Email Signature (Desktop)

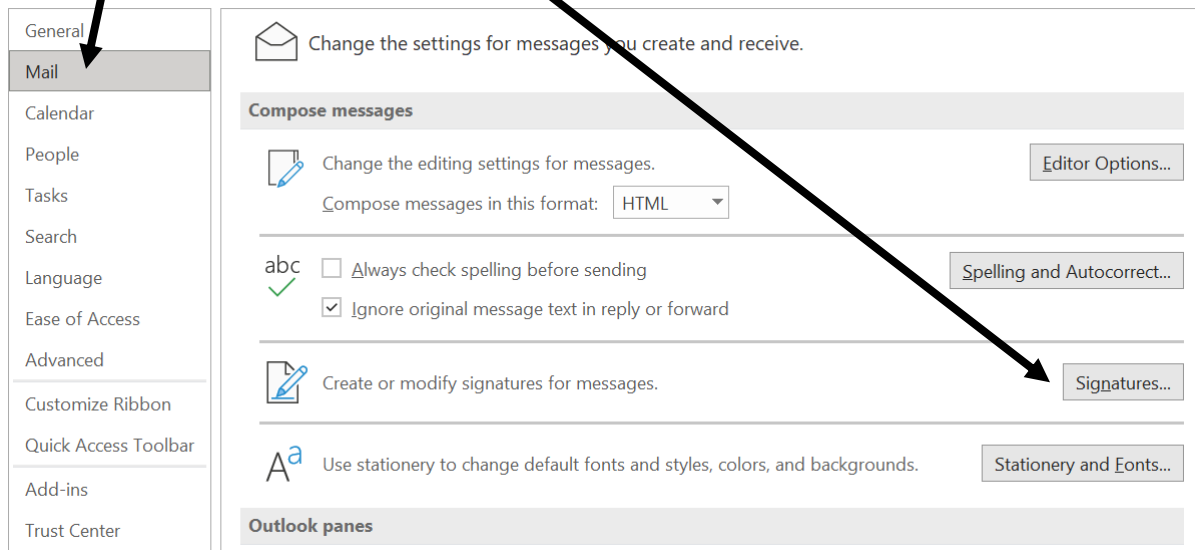
1. Go to Outlook on your Desktop.
2. Select File.



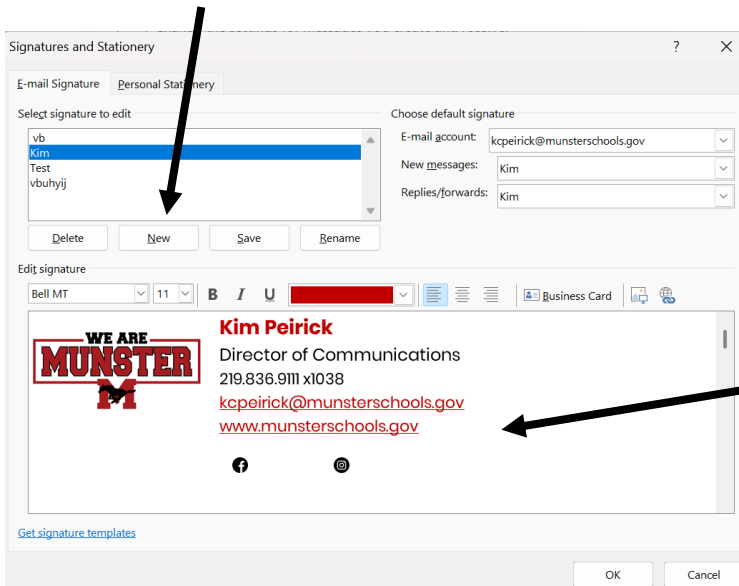
3. Select Options.



4. Select Mail and then select Signatures.



5. Click NEW and then give it a distinct name.



PLEASE NOTE: For some reason the "We are Munster" image does not appear in the preview but will appear in Outlook.

6. Select your customized signature from the email you were sent, press CTRL+C.

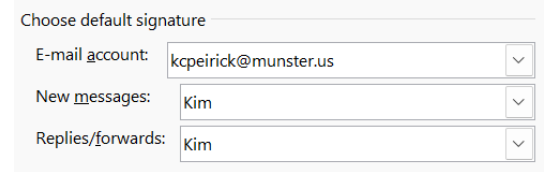
Place your cursor in the editing box below the new name, CTRL + V to paste your signature block.

7. Click SAVE when you're done.

8. With your new signature selected from the list above the editing box, go to SELECT DEFAULT SIGNATURE and choose to apply the signature

to new messages and to replies and forwards.

9. Select SAVE again.



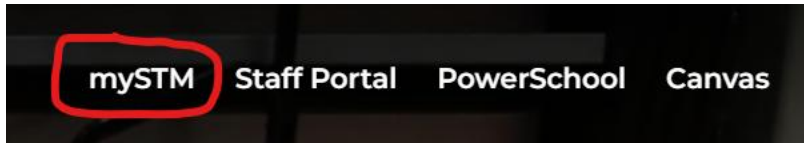
Choose default signature

E-mail account:	kcpeirick@munster.us	▼
New messages:	Kim	▼
Replies/forwards:	Kim	▼

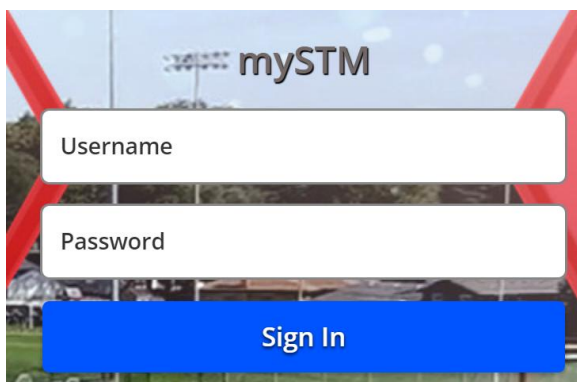
How to Customize your Email Signature (Web App)

Go to <https://www.munsterschools.gov>

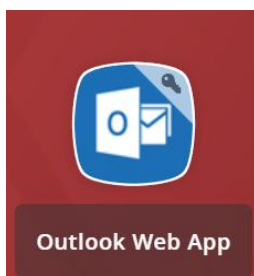
Click on mySTM at the top of the page



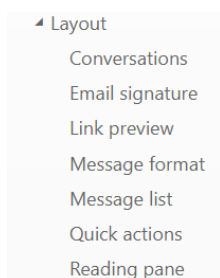
Sign in to mySTM using your regular STM username and password - CLICK Sign In



Click on the Outlook Web App icon to open your email account – web app.



Click on SETTINGS in the top right corner. And then click OPTIONS.



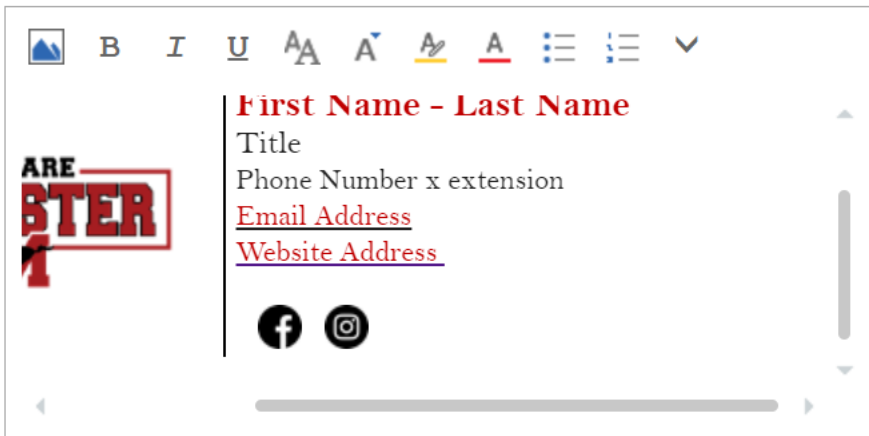
Along the left side of the screen, click on Email Signature.

Select the checkboxes as indicated below and copy and paste your entire signature (both columns) into the signature box. Then click SAVE.

 Save  Discard

Email signature

- ☒ Automatically include my signature on new messages I compose
- ☒ Automatically include my signature on messages I forward or reply to



The preview shows a signature box with a toolbar at the top containing icons for image insertion, bold, italic, underline, text color, background color, link, unlink, bulleted list, numbered list, and a dropdown arrow. The signature content is as follows:

	First Name - Last Name Title Phone Number x extension <u>Email Address</u> <u>Website Address</u>  
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Again - For some reason the “We are Munster” image does not appear in the preview but will appear in Outlook. If you have any issues, please let me know – 219-836-9111 x1038 or kcpeirick@munsterschools.gov. Thank you, Kim