

## Directions for creating a district standard email



**Firstname Lastname**

**Your Title Here**

Your Department Here

email@everettsd.org

425-385-XXXX | 425-385-XXXX Fax

- **Click inside the signature text box**
- **Select the text from the first line** by placing cursor anywhere in the first line of text and then click your left mouse button three times in a row to highlight the entire row
- **Type your first and last name**
- **Repeat for title, department, and email address**
- **Select the phone number text from the fifth line** by clicking in front of the phone number, hold down the left mouse key, and then drag right until you reach the end of the phone number and then release the left mouse button (the desired text should be highlighted at this point)
- **Type the phone number**
- **Select the fax number text from the fifth line** by clicking in front of the fax number, hold down the left mouse key, and then drag right until you reach the end of the number and then release the left mouse button (the desired text should be highlighted at this point)
- **Type the fax number** (If no fax number desired; highlight the text after the phone number, including the separator bar, and press delete)
- **Highlight the entire table** by hovering over the text portion of the signature until you see the plus sign appear in the top left corner of the logo, then move the mouse and click on the plus sign
- **Copy the entire table** (either ctrl+c or right click, and select copy)
- **Open Outlook**
- **Click on the file tab** in top left corner
- **Select Options** from the choices in the left side bar
- **Select Mail** from the choices in the left side bar
- **Select Signatures** button from the choices on the page (third option down on right side)
- **Select E-Mail Signature tab** on top left if not already selected
- **Select New** button
- **Type a name** for this signature (whatever you want to call it) and click OK
- **Click inside the body** of the lower half of page in the area marked Edit signature
- **Paste the table** (either ctrl+v or right click, and select paste)
- **Select save** button to save email signature
- **Select drop down box** next to New messages on the right side of the screen
- **Select the signature** you just created
- **Select the drop down box** next to Replies/forwards on the right side of the screen
- **Select the signature** you just created
- **Select OK** to save the changes
- **Select OK** to close outlook options

**To test the new signature, simply create a new message and your new email signature should appear.**