EDUCATIONAL ALLIANCE

Educational Alliance Email Signature Instructions

1. Open the document EA Email Signature Templates
2. Chose the one that matches your department or community center or use the general Educational Alliance template
3. Edit the text to match your name, title/position, and contact information
   - NOTE: Staff are encouraged but not required to include their pronouns as part of their email signature. This article explains why this is a simple way to create a more inclusive work environment.

4. Hover over the signature and click ⌖ to select all the elements in the signature
5. Select Copy (Ctrl + C).
6. Sign in to Outlook on the web
7. Go to Settings ⚙ > View all Outlook settings > Compose and reply
8. Under Email signature, click in the box and type (Ctrl+V) to paste
9. Close the window to save

- If you want your signature to appear at the bottom of all new email messages that you compose, select the Automatically include my signature on new messages I compose check box.
- If you want your signature to appear on messages that you forward or reply to, select the Automatically include my signature on messages I forward or reply to check box.
- If you don't select these options, you can manually add your signature to a selected message. For details, see *Manually add your signature to a new message* below.
- If you've created a signature but didn't choose to automatically add it to all outgoing messages, you can add it later when you write an email message:
  - Go to your mailbox and choose New message.
  - Type your message, and then choose ⋯ > Insert signature at the bottom of the compose pane.
  - When your email message is ready, choose Send.

You belong here.