Create a signature in Microsoft Outlook

1. Download this email-ready logo https://www.manchester.edu/docs/default-source/about-manchester-docs/marketing/university-logo-229x60.jpg?sfvrsn=2
   (Click this link, then right click on the logo and save it to a location on your computer.)

2. Open Outlook and open a new message.

3. In the new message window, click **Signature**, and then click **Signatures**.

4. On the **E-mail Signature** tab, click **New**.

5. Type a name for the signature (e.g., "Manchester signature") and click **OK**.

6. Click in the edit signature box and click the **Insert Picture icon** to add the University logo. Browse to the image, select it, and click **Insert**. Type your personal information above the logo, and University information below it. Suggested University format is:

   Your name
   Your title
   (Manchester University logo)
   604 E. College Ave.
   North Manchester, IN 46962
   www.manchester.edu

   Phone number and email address are optional.

7. To format the text, highlight it, and use the style and formatting buttons to select options. Suggested University format is: Calibri, 11 pt. (first choice) or Arial, 11 pt. (second choice). Hint: Add one space before each line of text to better align it with the logo.

8. Under **Choose default signature**, select the signature you have just created so that it will be inserted automatically into each new mail message. Make the same selection for **Replies/forwards**.

9. Click **OK** to complete your new e-mail signature