# Setting Up an Email Signature

**Office 2016 Outlook for Mac OR Windows**

1. Revise the email signature text below to include all your relevant information and remove any irrelevant information
2. Highlight the text and logo and copy it (right click and copy, OR control + C on Windows, or command + C on mac)
3. Open Outlook 2016 for Mac OR Outlook 2016 for Windows
4. Click “New Email”
5. Click the signature icon in the email menu, and click “Edit Signatures”
6. Add a new signature
7. Paste in the information you copied
8. Close the signature menu and close the new email
9. Open a new email and your new signature should be present

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