**Directions for setting up signature in OUTLOOK:**

1. Go to File > Options
2. Under the Mail tab, click on “Signatures”
3. Create a New Signature and name it whatever you like.
4. Paste the e-mail template from the attached word document (or from the e-mail signature below as a template), update the information to apply to you, then hit save.
5. Set the new signature as the default for new messages over on the right.
6. Test it out by composing a new e-mail and sending it to yourself to ensure text, fonts and the e-mail link is correctly linked to your e-mail address when you click on it. All set!

**Directions for setting up signature in WEBMAIL:**

1. Login at http://webmail.catawba.edu/
2. Click on the gear icon on the far right at the top
3. Choose “Options” from the list
4. Choose Settings
5. Copy and paste the template from the document into the box, and update the information accordingly.
6. Hit Save and exit out.

**John H. Doe
Title/Position**
(She/Her/Hers; He/Him/His; They/Them/Theirs)

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