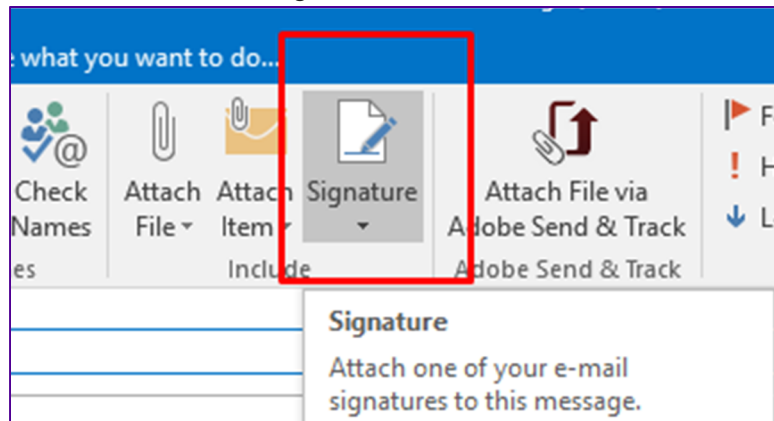


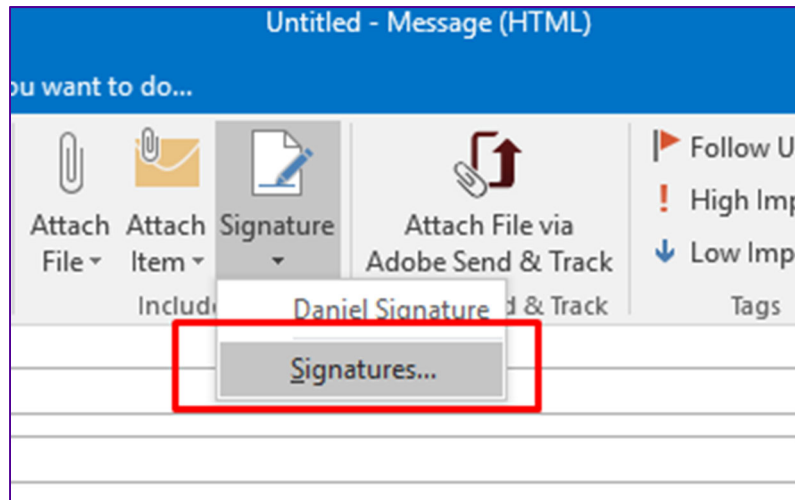
Office 365 at TCCS

Set up an email signature

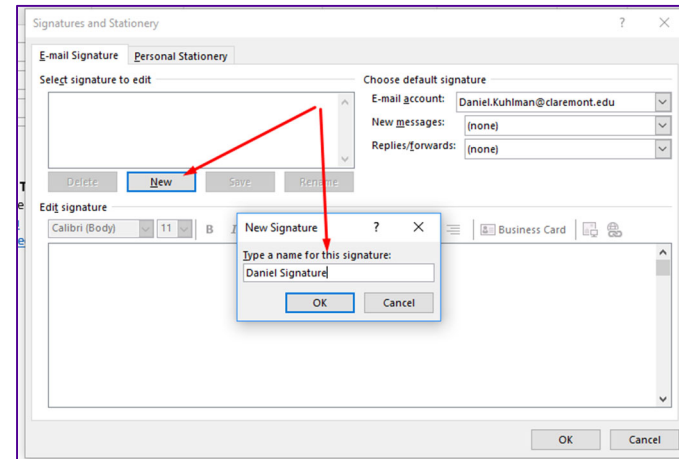
Step 1: Open up a new email, and in the tools ribbon near the center there is a Signature tab



Step 2: Click on the tab and select Signatures...



Step 3: Hit the New button and name your signature



Step 4: Enter your signature in the edit signature box and select your signature as the default for new MESSAGES and REPLIES/FORWARDS. Hit OK to finish. Your signature will show up automatically when you create a new email.

