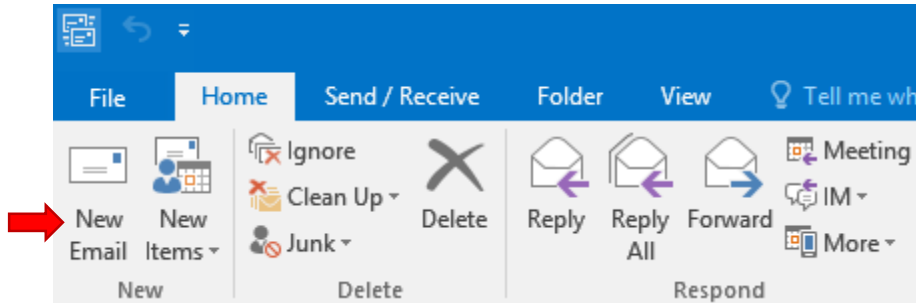


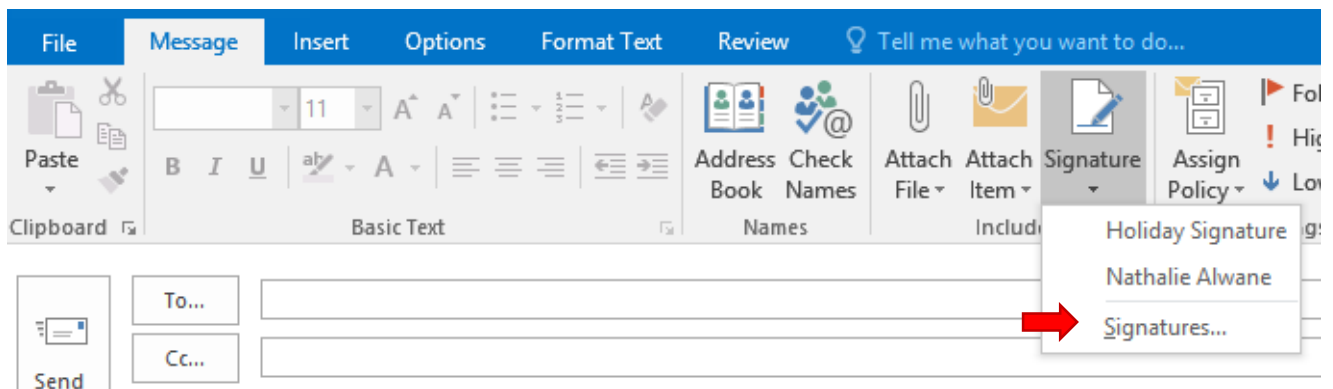
Adding a Kalamazoo RESA Email Signature

CREATING AN EMAIL SIGNATURE IN OUTLOOK 2013 OR 2016

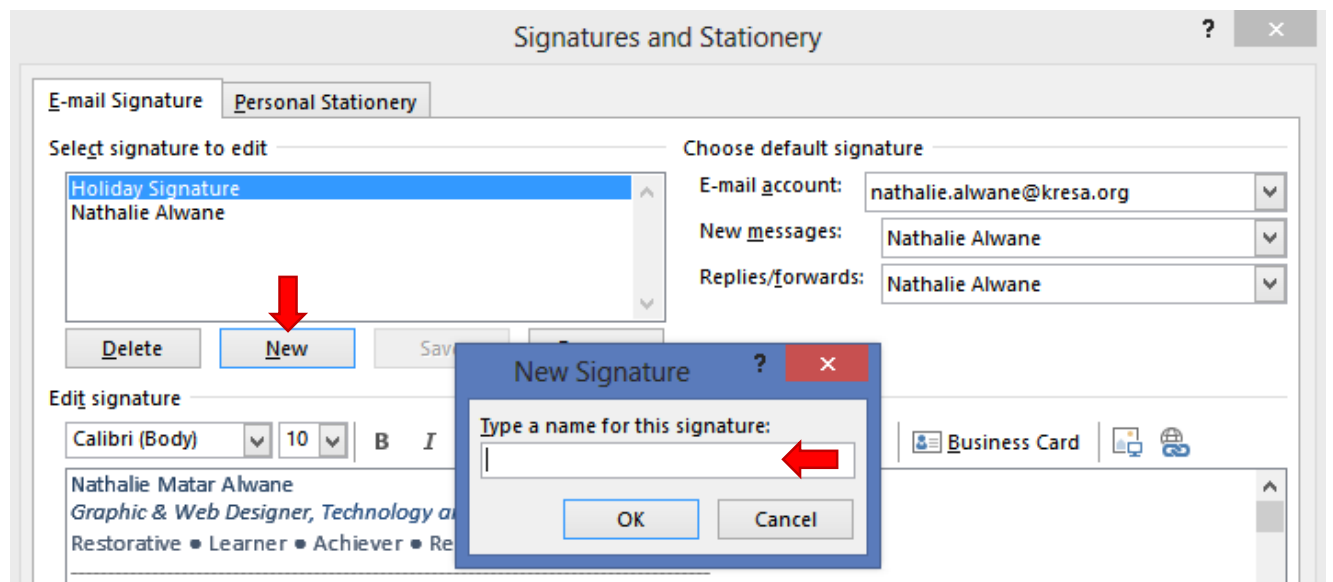
1. Login to your Outlook 2013 or 2016 account.
2. Click **New Email**.



3. Under **Signature**, click **Signatures...**



4. Click **New**, then type a name for your new signature. Click **OK**.



5. Copy the Kalamazoo RESA email signature below and paste it in the signature box.

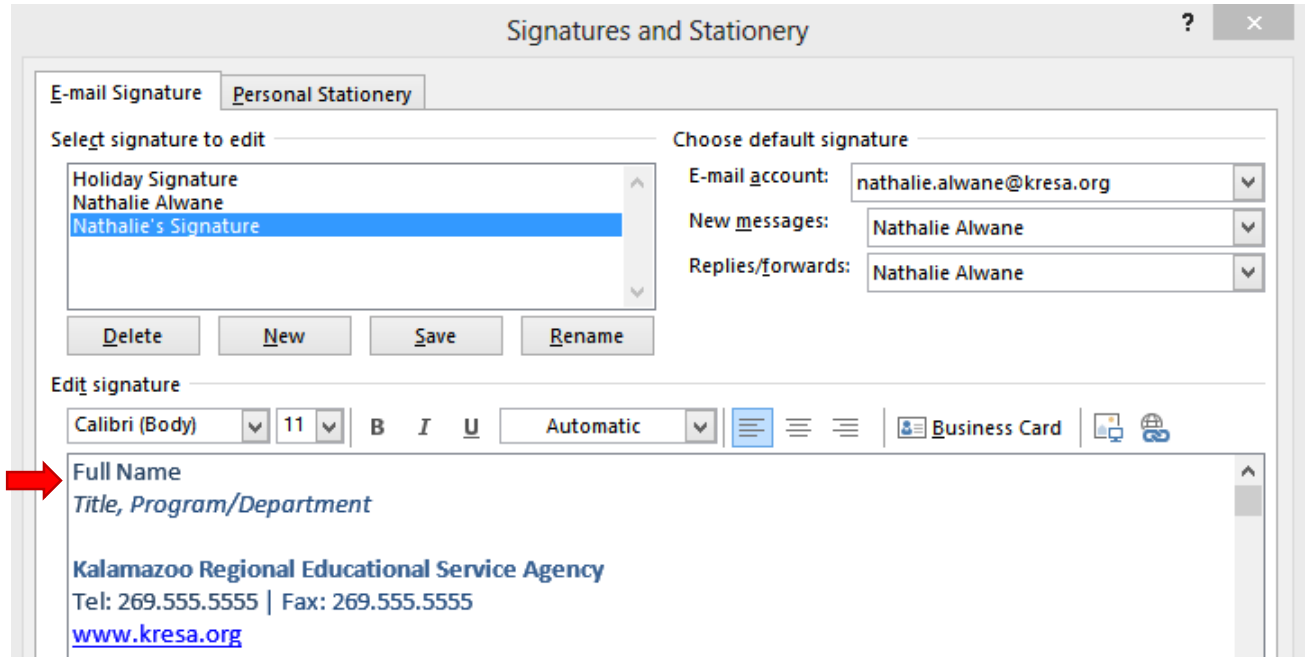
Full Name

Title, Program/Department

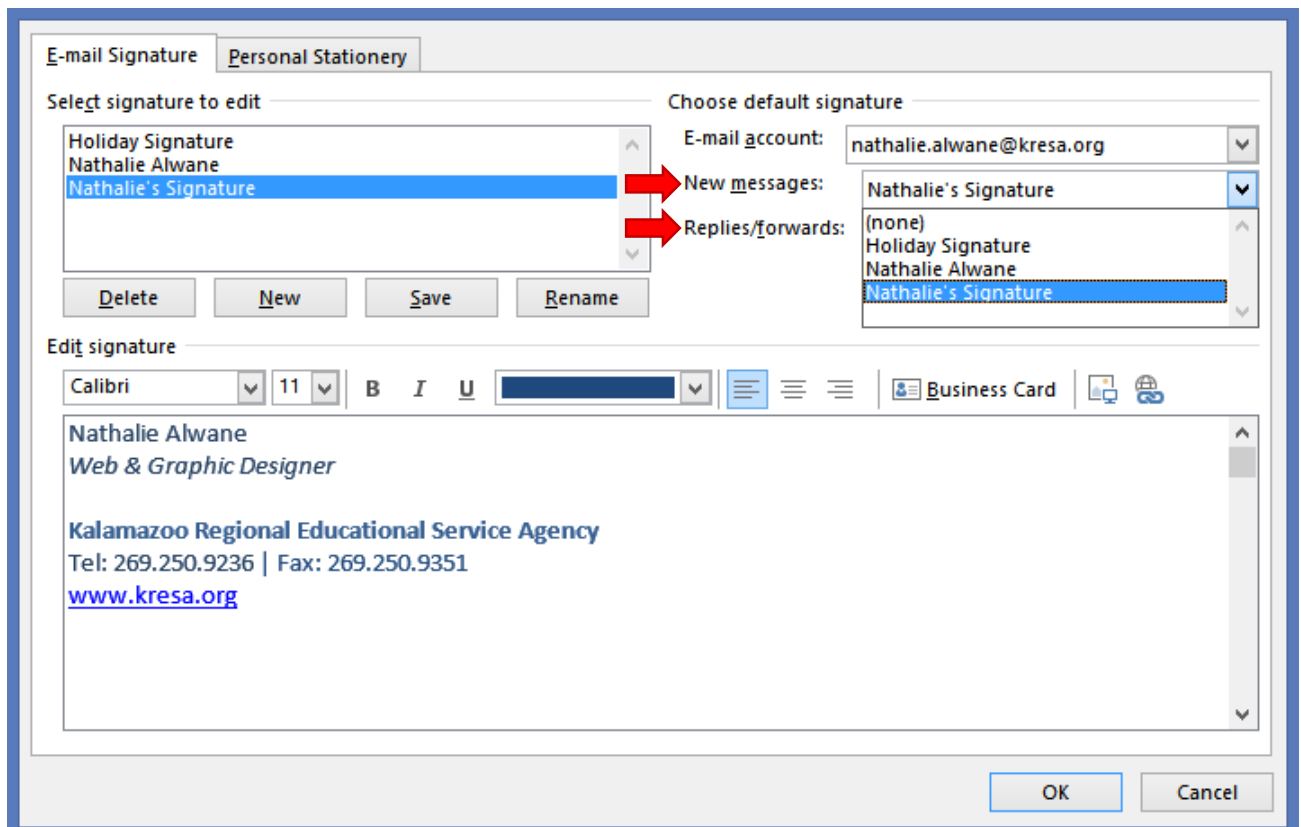
Kalamazoo Regional Educational Service Agency

Tel: 269.555.5555 | Fax: 269.555.5555


www.kresa.org

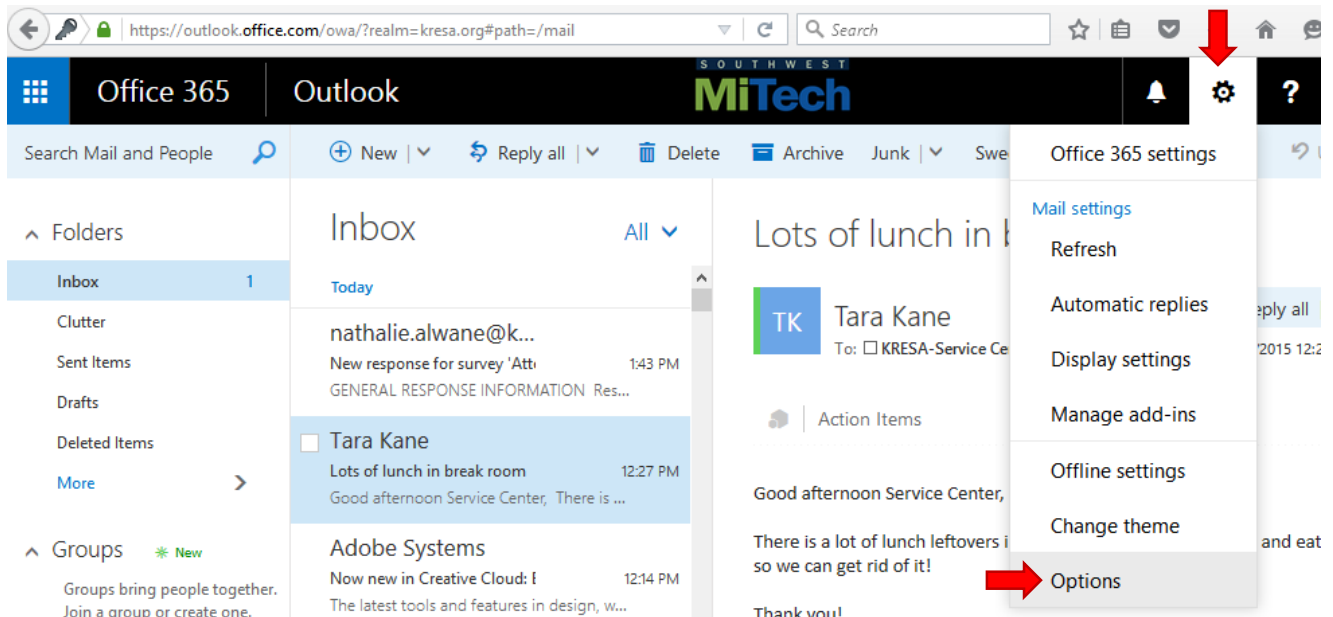


6. Edit the text to include your personal information, then select your new signature from the dropdown under **New Messages** and **Replies/Forward** to make it your default signature. Click **OK**.

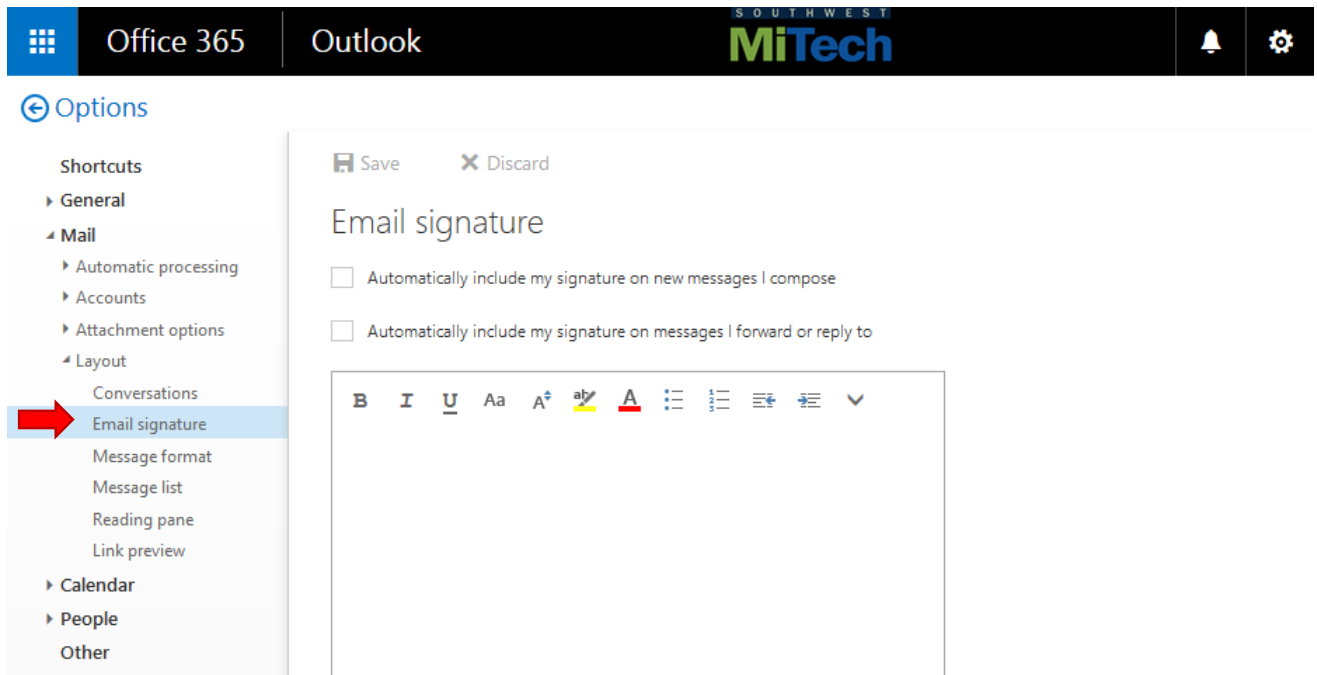


CREATING AN EMAIL SIGNATURE IN OUTLOOK 365

1. Login to [Outlook 365](#)
2. Click the **Settings** icon  in the top right corner, then select **Options** from the drop down menu.



3. Under **Mail, Layout**, select **Email Signature**.

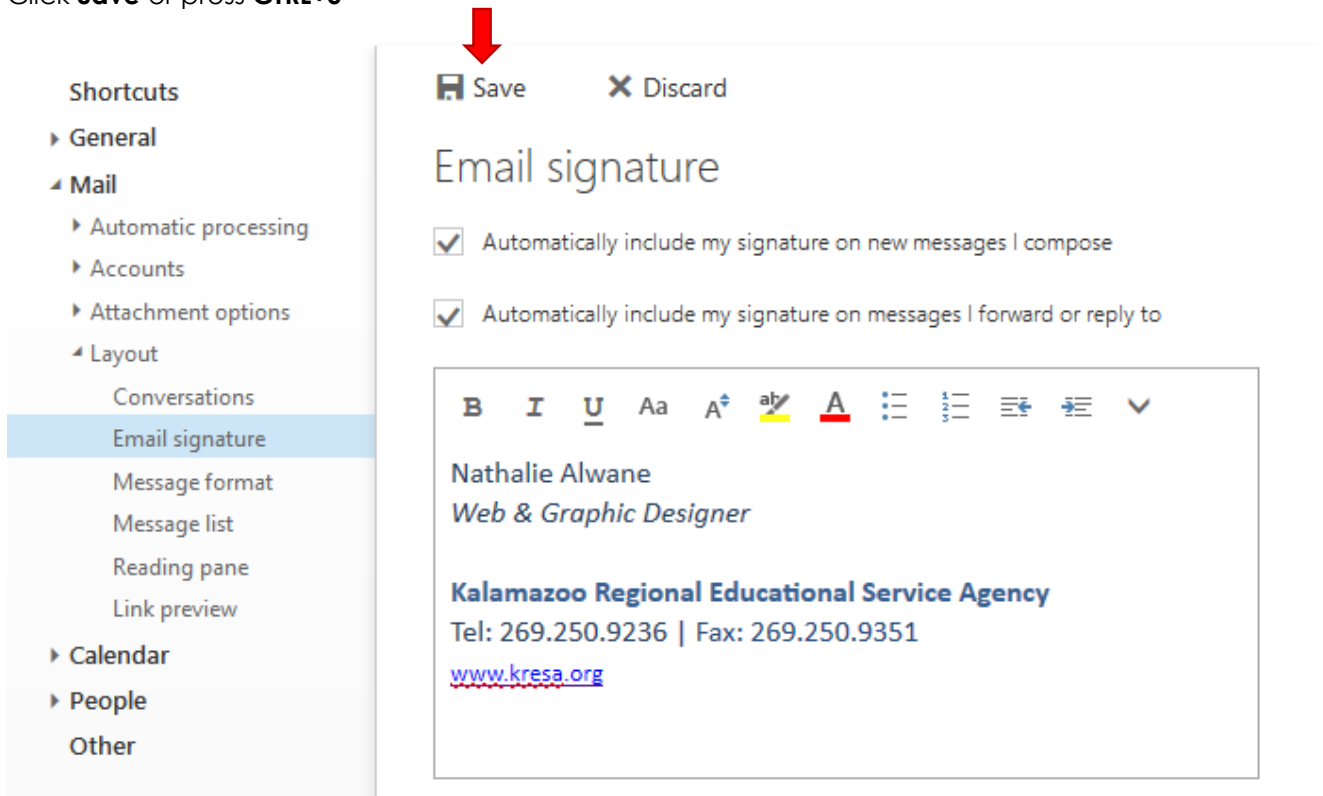


4. Check both checkboxes to automatically include your signature in all new messages, forwards and replies. Copy the following signature and paste it in the signature box.

Full Name
Title, Program/Department

Kalamazoo Regional Educational Service Agency
Tel: 269.555.5555 | Fax: 269.555.5555
www.kresa.org

5. Edit the text to include your personal information.
6. Click **Save** or press **CTRL+S**



The screenshot shows the Outlook 'Email signature' settings window. On the left is a navigation pane with 'Email signature' selected. The main area has a 'Save' button (indicated by a red arrow) and a 'Discard' button. Below are two checked options: 'Automatically include my signature on new messages I compose' and 'Automatically include my signature on messages I forward or reply to'. A preview box shows the signature text: 'Nathalie Alwane', 'Web & Graphic Designer', 'Kalamazoo Regional Educational Service Agency', 'Tel: 269.250.9236 | Fax: 269.250.9351', and the URL 'www.kresa.org'. A rich text editor toolbar is visible above the preview box.

NOTES

- Note that if you're using both the desktop version (Outlook 2013 or 2016) and the web version (Outlook 365), you'll need to set up your signature in both places.
- A video tutorial is available through Atomic Learning: [Creating a signature for outgoing messages](#)
Login: kresa Password: atomic