Instructions for updating your email signature in Microsoft Outlook

If you are using a different email service please visit
http://communications.uwo.ca/comms/western_brand/email_signature.html *for further instructions on how to update your signature.*

1. Download the Schulich Medicine & Dentistry/Western University combined logo file here:
   http://communications.uwo.ca/comms/western_brand/email_signature.html#faculty
2. Right click on the image and select **Save image as…**
   Make a note of where you've saved this file.
3. In Microsoft Outlook click on **File**, then **Options**.
   In Outlook for Mac, click **Outlook** and then **Preferences**.
4. Click on the **Mail** tab and then click on the **Signatures…** button to the right of "Create or modify signatures for messages". If you already have a signature created, you can edit this, otherwise click on **New** and select a name that is fitting for the signature.
   In Outlook for Mac, click on **Signatures**.
5. Click on the **Insert picture** icon on the far right and insert the Schulich Medicine & Dentistry/Western University combined logo image.

6. *Copy the formatting of the signature template below and update it with your information:*
   Please note, the only acceptable font to use in your email signature is Arial. Please do not use any other font styles. The Name section should be Arial 11 pt font. Contact information should be Arial 10.5 pt font.

Firstname Lastname
Job Title
Department/Faculty
Schulich School of Medicine & Dentistry
Western University
Building Name, Office/Room Number
London, ON, Canada N1N 1N1
e. your.email@schulich.uwo.ca
t. 519.661.2111 ext. 88888
w. www.schulich.uwo.ca

7. Click **Save** under **Select signature to edit.**
8. Under **Choose default signature** set **New messages** and **Replies/forwards** to the signature you just created.
9. Click **OK** on the Signatures screen and click **OK** again on the Options screen.
10. Now when you compose a new e-mail you should see your new signature.

IMPORTANT: If you have a Microsoft Office 365 account, and you use Outlook and Outlook on the web or Outlook on the web for business, you need to create a signature in each. To create and use email signatures in Outlook Web App visit https://support.office.com/en-us/article/Create-and-add-an-email-signature-in-Outlook-Web-App-0f230564-11b9-4239-83de-f10cbe4dfdfc for more information.