

SOP: Set up Office 365 Outlook Signature – How to

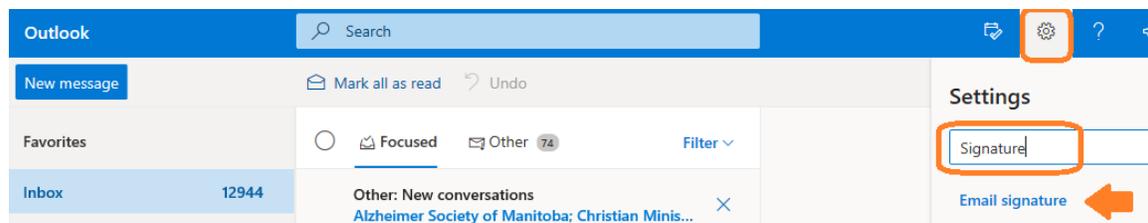
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Log in to <https://sso.les.edu> then click **O365 Email** to open Office 365 Outlook



Click on the **Settings** icon  as shown below.



Under the Settings, type in “Signature” in the text box (as shown above)

Click on the [Email signature](#) link found via search.

You will need to type in your signature based on Logos Style guide (detailed below) and **save** it to make it effective on your future new emails. Example is shown below.

Compose and reply

Save

Discard

Email signature

Create a signature that will be automatically added to your email messages.

Rich text editor toolbar: 

Best Regards,
Bernard Jin
HR Assistant
Logos Evangelical Seminary
正道福音神學院
Phone # (626)571-5110 ext 141
www.les.edu

- Automatically include my signature on new messages that I compose
- Automatically include my signature on messages I forward or reply to

Logos Style Guide:

All email will use:

- **Font:** Arial
- **Size:** 11 or 12 pt.
- **Color:** Black (other colors such as blue do not print well when making a copy)
- **Signature (2021): [use copy and paste when possible]**



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[End of SOP]