Procedure: Outlook 365 – set up/update email signature
Date/Time: 6/19/2023 2:55 PM
Author: Bernard Jin

Please follow the guideline below to create your own Logos email signature in Outlook 365:

- **Font:** Arial
- **Size:** 11 or 12 pt.
- **Color:** Black (other colors such as blue do not print well when making a copy)
- **Footer:**
  [Your full name]
  [Title/Department]
  Logos Evangelical Seminary
  正道福音神學院
  Phone # [including your extension]
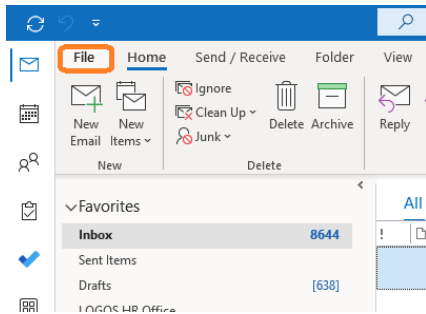 Fax #
  www.les.edu

Sample Logos Email Signature:

Bernard Jin
HR Assistant
Finance and Administration Dept.
Logos Evangelical Seminary
正道福音神學院
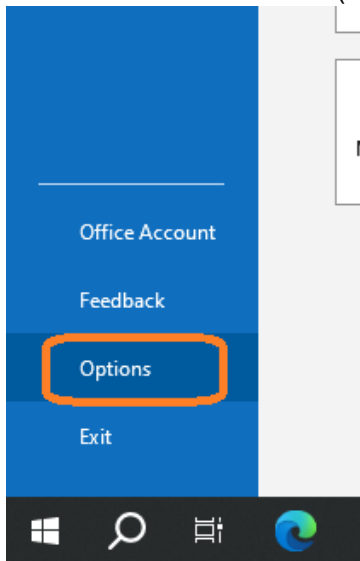Phone: (626) 571-5110 ext. 141
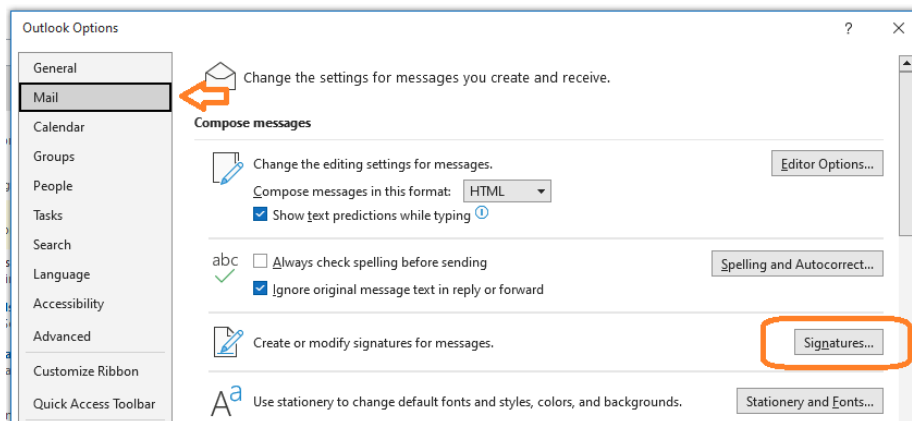Fax: (626)571-5119
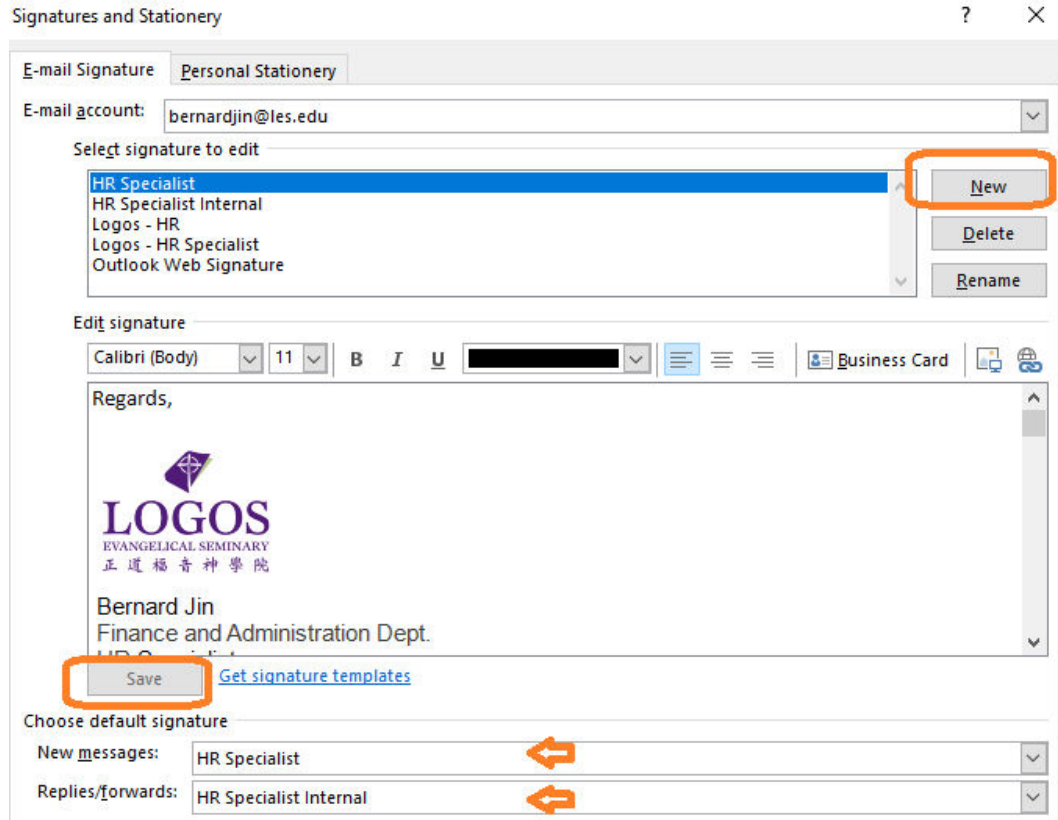www.les.edu

Open Outlook 365

Click on File from top menu:

At the lower left corner (左下角) Click on **options**

Click on tab **Mail**, then the button **Signatures…**

Create a New signature or Update your current signature, **Save**. You are encouraged to rename the signature name if applicable by click on the **Rename** button.

Make sure this one is used by New messages (a must!) and Replies/forwards (optional)

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