

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

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		_		
	Office Accou	nt		
_	Feedback			
	Options	J		
	Exit			
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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.

Signatures and Sta	tionery	? ×
<u>E</u> -mail Signature	Personal Stationery	
E-mail <u>a</u> ccount:	bernardjin@les.edu	~
Sele <u>ct</u> sign	ature to edit	
HR Speci	alist	New
Logos - H	IR Sensibilit	Delete
Outlook	Web Signature	✓ <u>R</u> ename
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Save	Get signature templates	
Choose default si	ignature	
New <u>m</u> essages:	HR Specialist 🤤	~
Replies/ <u>f</u> orward	Is: HR Specialist Internal	~

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

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