

Instructions: Updating your email signature in Outlook

Computer Instructions (Desktop or laptop)

Step 1. Open OUTLOOK on your computer

Step 2. Click on File (top left) then Options

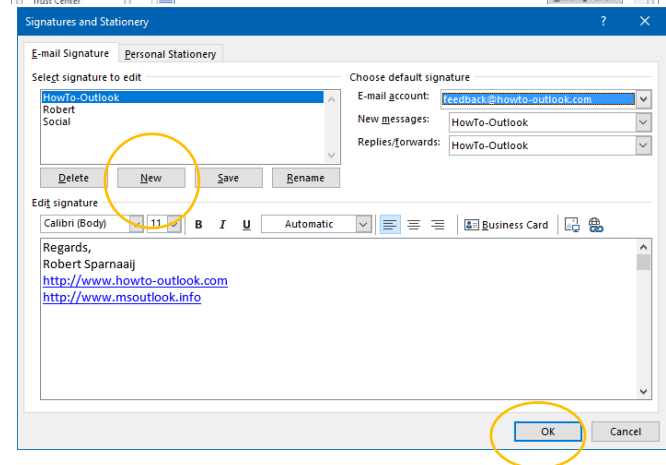
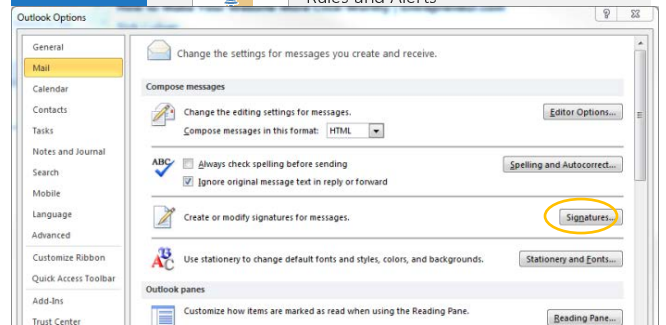
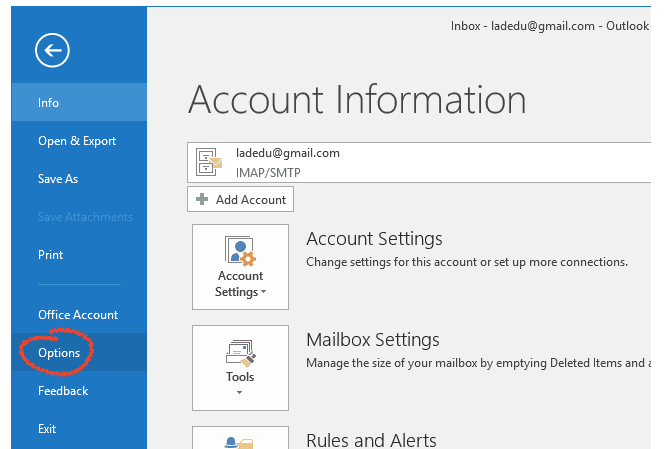
Step 3. Select Mail

Step 4. Click on Signatures

Step 5. Click on NEW and create a signature name

Step 6. Copy & Paste the signature below into the box. Note, you will not see the CIS house logo graphic in the box, but it will show when you send emails. Change the words to your name, title, address, email, etc.

Step 6. Click OK to save.



Signature to Copy & Paste:



Name
Title
Communities In Schools of Central Texas
3000 S. IH 35, Suite 200, Austin, TX 78704 (or school)
512-xxx-xxxx, xxxxx@ciscentraltexas.org

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The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

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Updating your email signature in Outlook for web

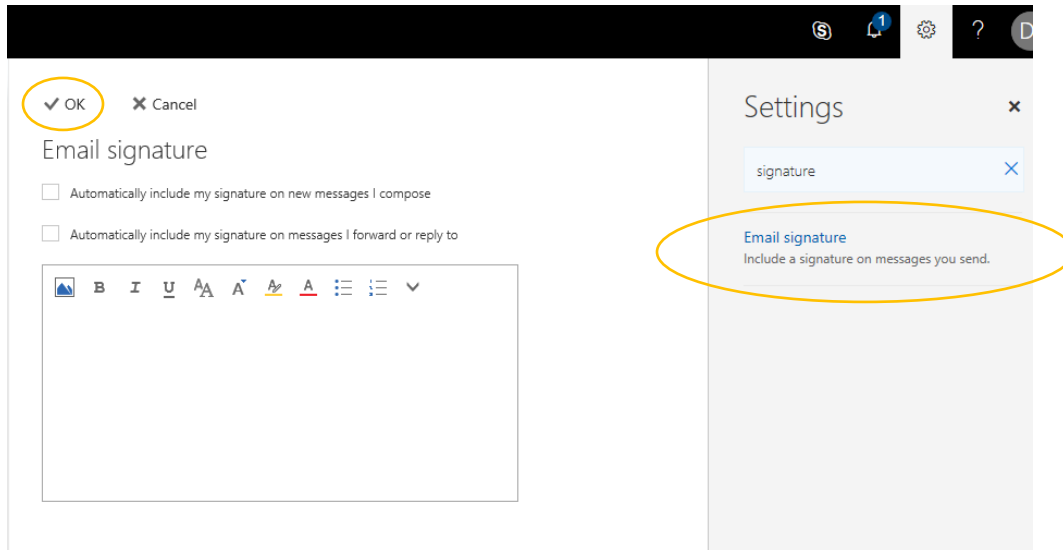
Step 1. Open Outlook on the web

Step 2. Click on OPTIONS button top right corner



Step 3. Type SIGNATURE in the box and then click on the Email Signature option

Step 4. Copy and paste the signature below into the box, update with your name, title, contact information



Step 5. Click OK to save.

Signature to Copy & Paste (note that the CIS house icon will not be visible in the web signature):

Name

Title

Communities In Schools of Central Texas

3000 S. IH 35, Suite 200, Austin, TX 78704 (or school)

512-xxx-xxxx, xxxxx@ciscentraltexas.org

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