**How to Create an Email Signature in Outlook**

Follow the instructions below to create or modify your email signature in accordance with the MDE format.

Email font: Georgia, 9 point  
Font colors are found on [page 5 of the MDE Graphic Standards](http://www.mde.k12.ms.us/docs/communications-library/graphic-standards-manual.pdf?sfvrsn=2) manual.

1. Use your mouse to select the signature (as illustrated below), right-click and select “Copy.”

NAME Title   
Office or Division   
  
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2. Create a new email message.

3. On the **Message** tab, choose **Signature** > **Signatures**.

4. Paste copied email signature in signature area. Customize signature with your name, title and name and phone number for your office or division.

4. Enter a name for the signature profile, such as Official, and click OK.

5. Under **Choose default signature**, select the newly created email signature for “new messages” and “replies/forwards.” Click OK to save your signature.