

# CREATING YOUR EMAIL SIGNATURE

OUTLOOK AND OUTLOOK 365

# WHAT'S INSIDE

01 EMAIL SIGNATURE FORMAT 01

02 CREATING YOUR EMAIL SIGNATURE IN OUTLOOK 03

03 CREATING YOUR EMAIL SIGNATURE IN OUTLOOK 365 10

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01

# EMAIL SIGNATURE FORMAT

# EMAIL SIGNATURE FORMAT

To ensure a consistent and professional brand image, all College employees must use the official email signature format shown below. No alterations to the format, the logo, the font, and the colors can be made.

Please note that the web and social media links should link only to the home page of Montgomery College's website and to Montgomery College's main X and Facebook accounts.

**Firstname Lastname**

Title

123.456.7890 office

123.456.7890 fax

123.456.7890 cell

[first.lastname@montgomerycollege.edu](mailto:first.lastname@montgomerycollege.edu)

**Department or Office Name**

Street Address, Suite 000

City, State Zip

[montgomerycollege.edu](http://montgomerycollege.edu)



[Web](#) | [X](#) | [Facebook](#)

(Optional) If your department requires a confidentiality clause on all outgoing emails, place your department's confidentiality clause here. Otherwise, delete this line.

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02

# **CREATING YOUR EMAIL SIGNATURE**

OUTLOOK

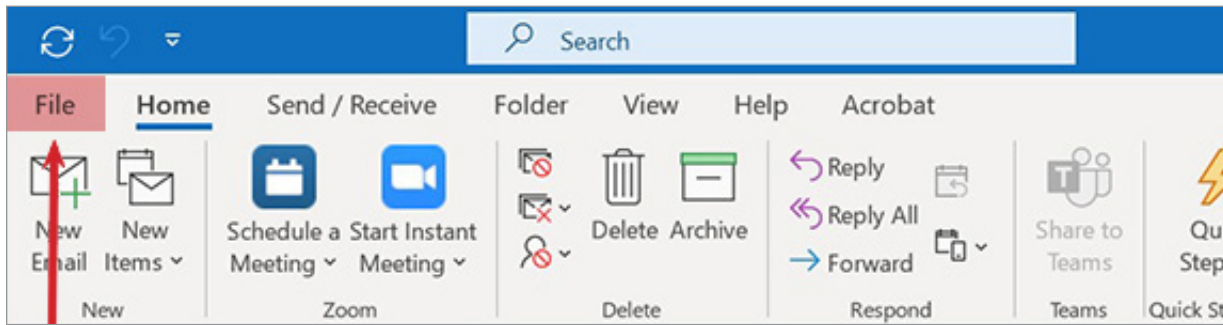
# CREATING YOUR EMAIL SIGNATURE IN OUTLOOK

## STEP 1

In Microsoft Word, open the email signature template file. Next, open Microsoft Outlook.

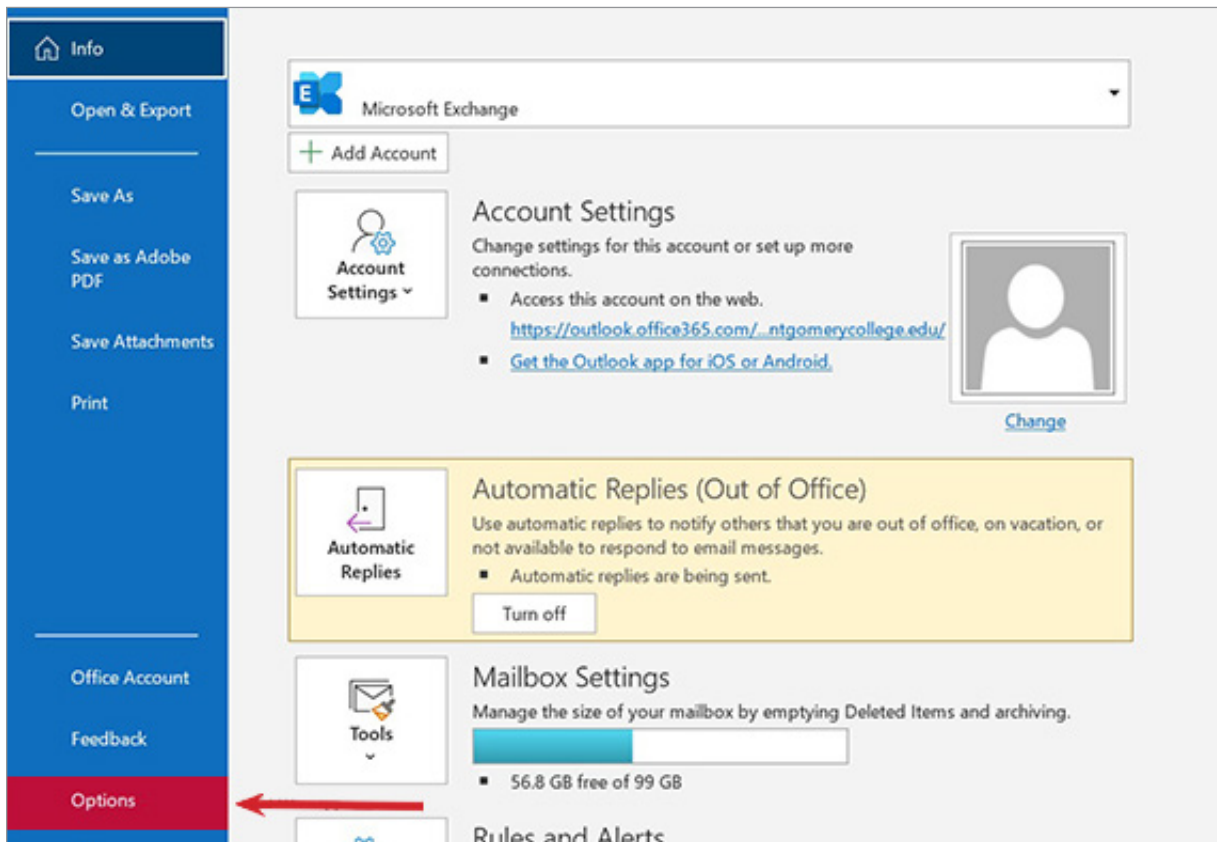
## STEP 2

In Microsoft Outlook, click on "File."



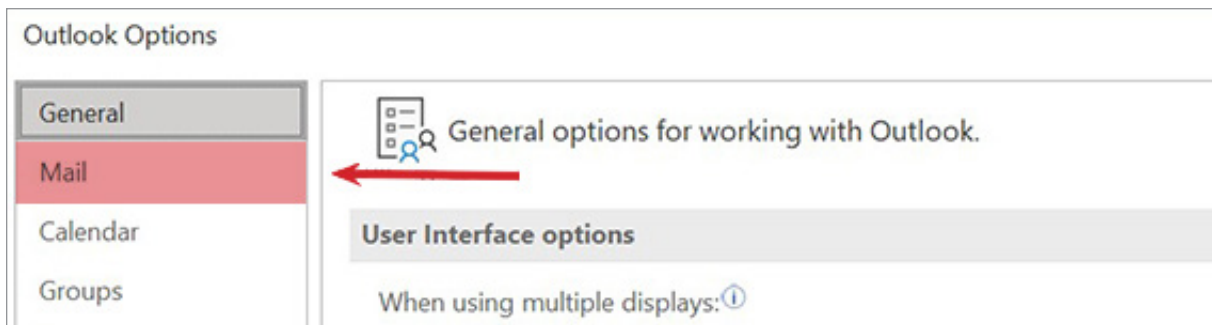
## STEP 3

Click on "Options."



**STEP 4**

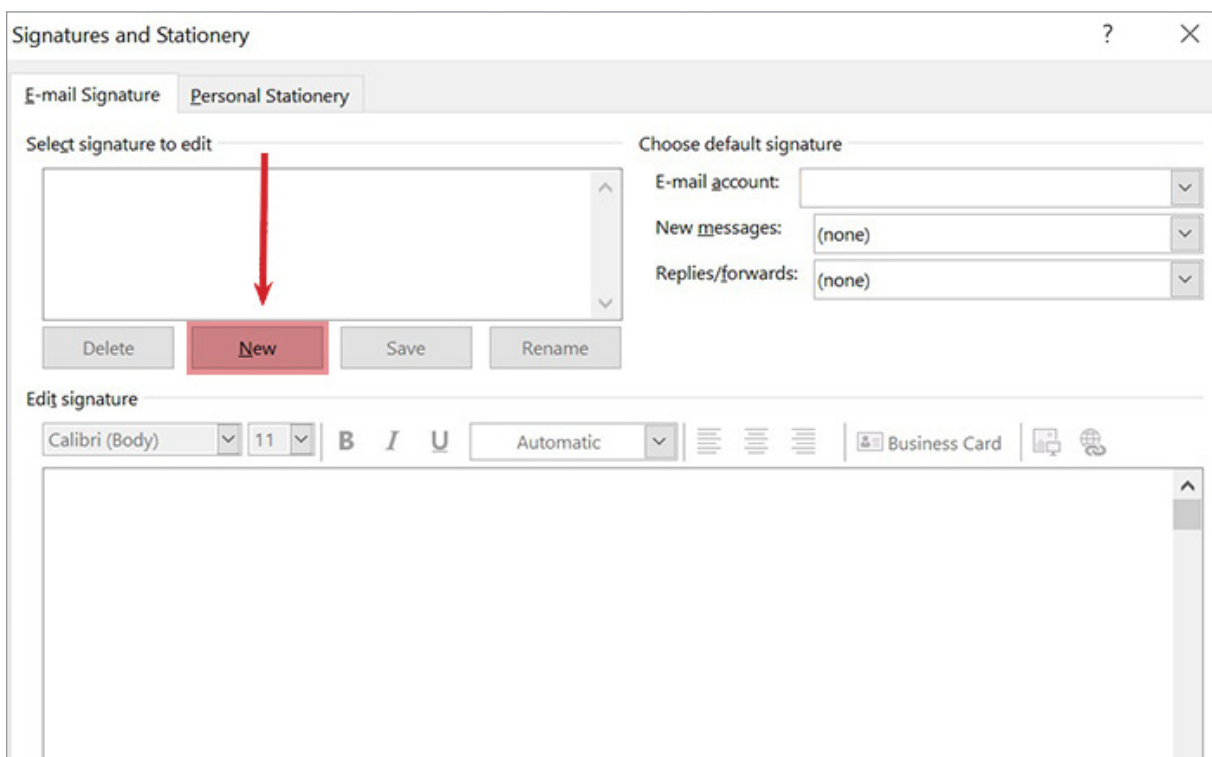
Click on "Mail."

**STEP 5**

Click on "Signatures."

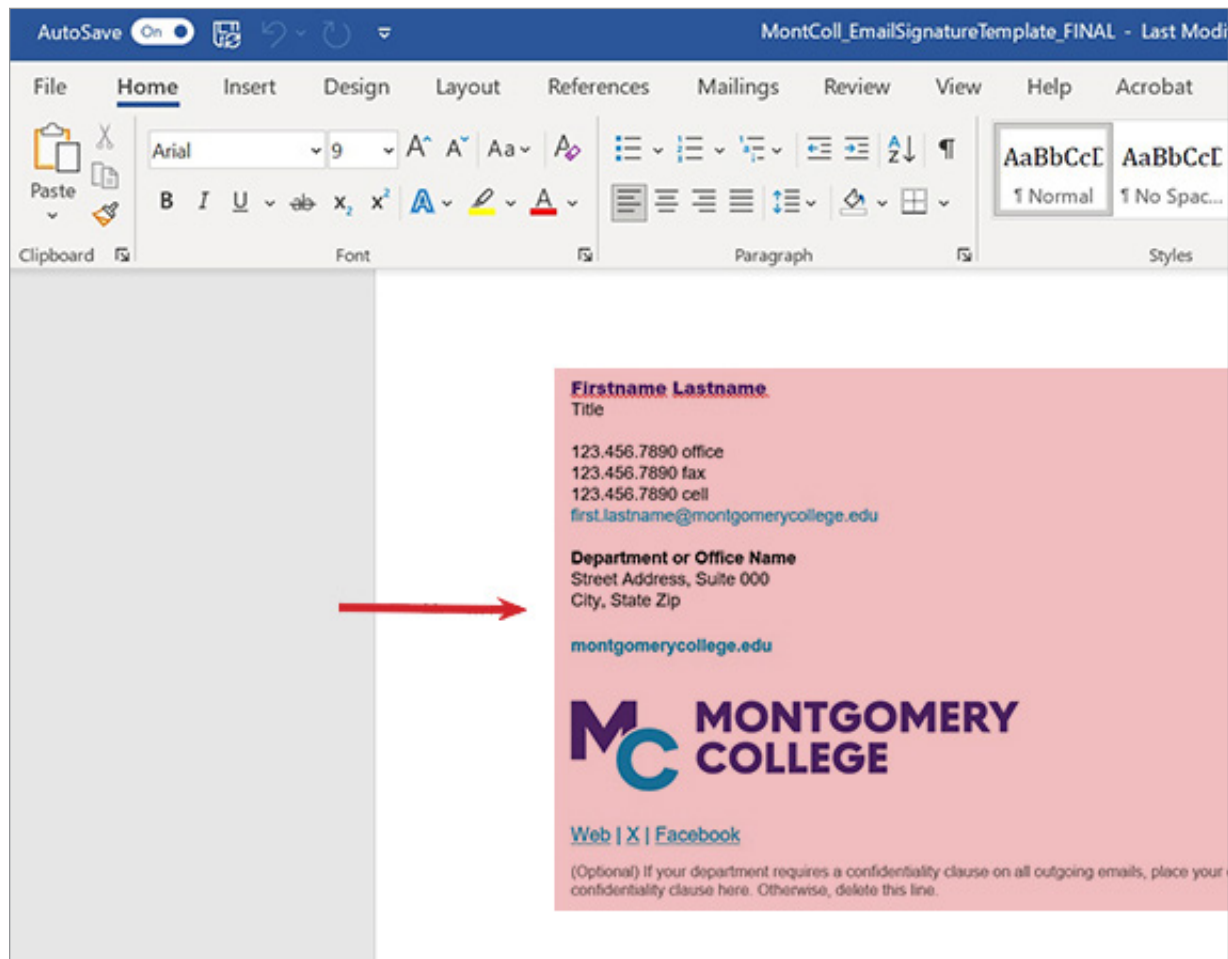
**STEP 6**

Click on "New" to create a new email signature. Enter the name for your email signature and click on "OK."



## STEP 7

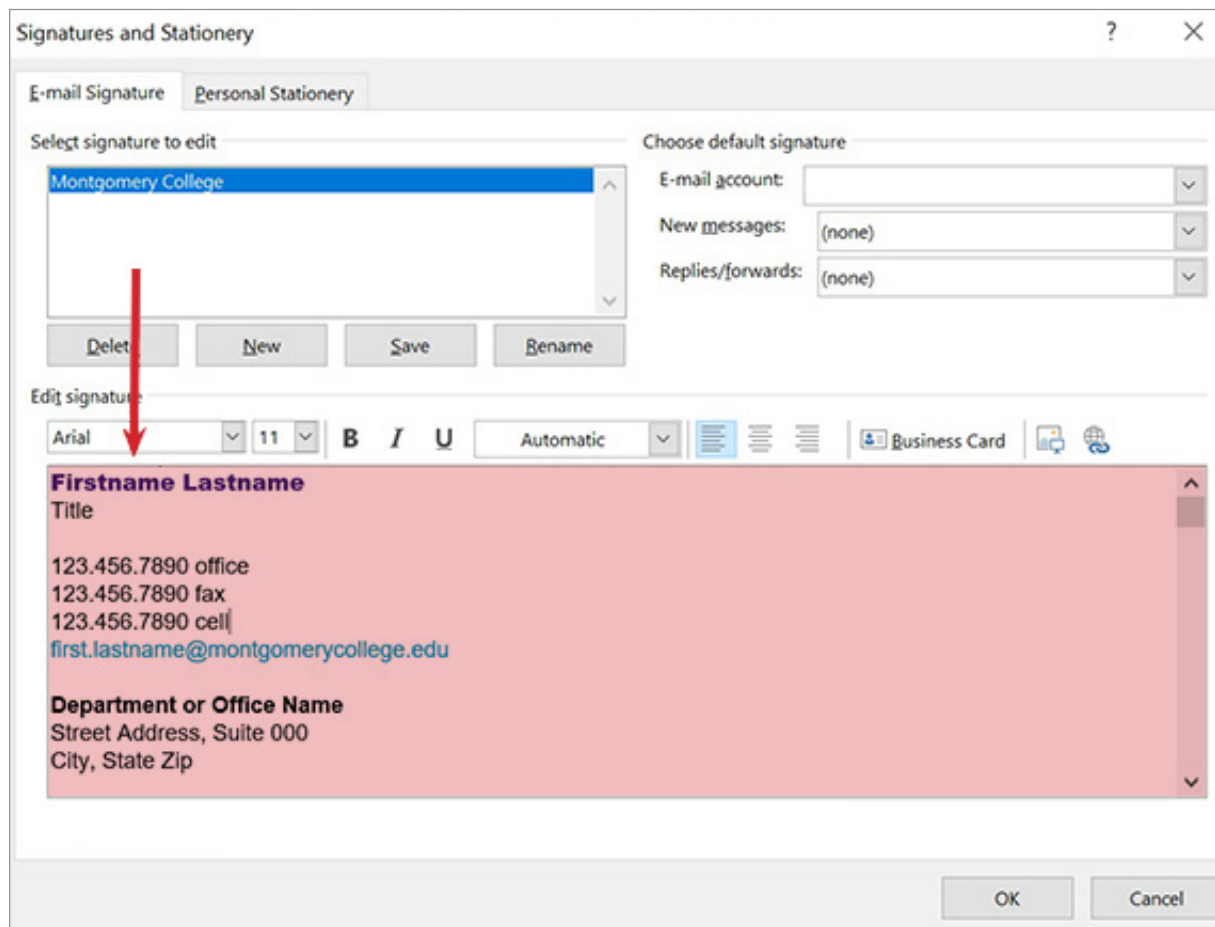
Go to the email signature template file in Microsoft Word. Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.





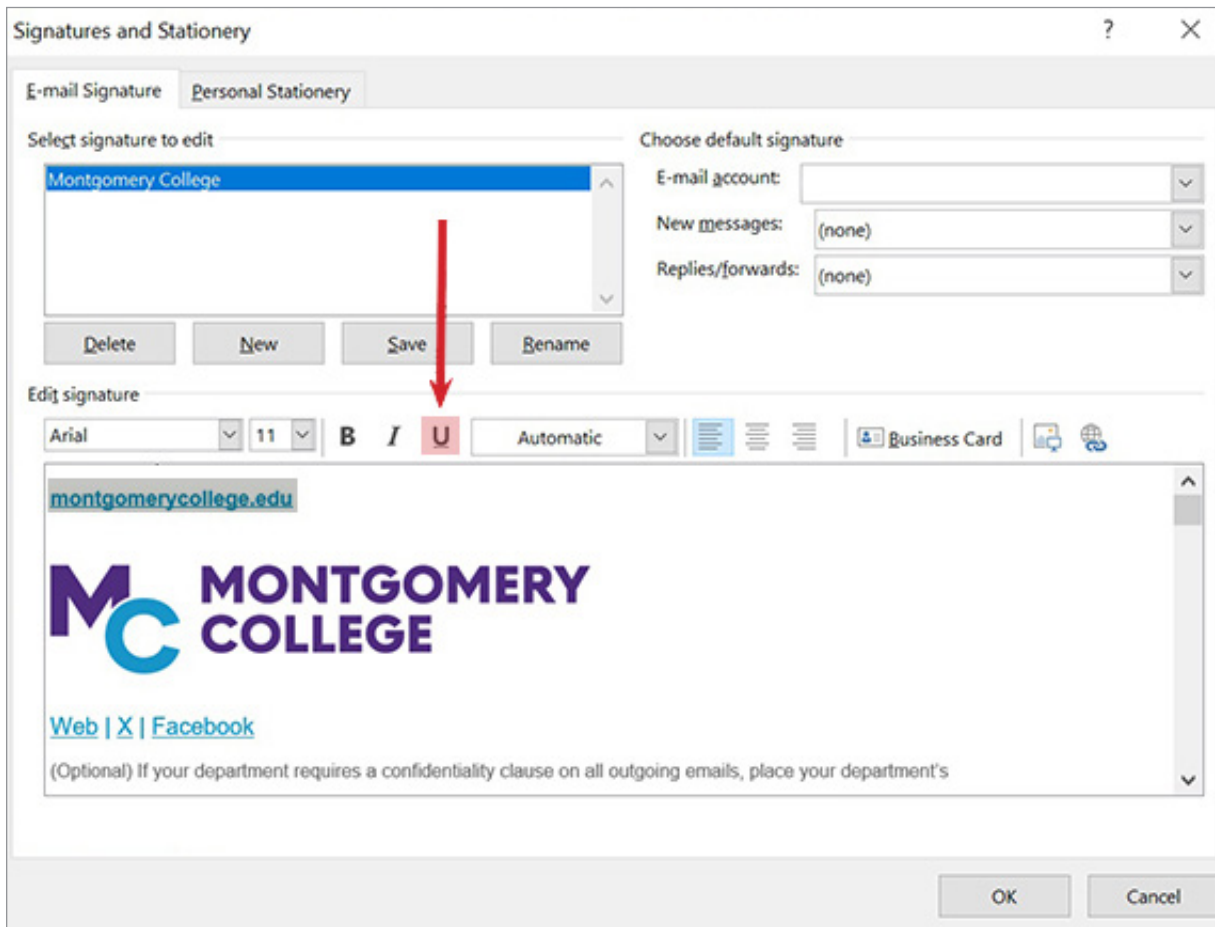
**STEP 8**

Return to Microsoft Outlook. Paste the email signature into the "Edit Signature" text field by pressing "Control + V" on your keyboard.



**STEP 9**

Use your cursor to highlight "montgomerycollege.edu." Click the "underline" button to remove the underline beneath "montgomerycollege.edu."



**STEP 10**

Edit your email signature's contact information. Click the "OK" button to save your email signature.

The screenshot shows the 'Signatures and Stationery' task pane in Outlook. The 'E-mail Signature' tab is active. Under 'Select signature to edit', 'Montgomery College' is selected. The 'Edit signature' text area contains the following text:

**Monty Raptor**  
Montgomery College Mascot  
  
240.567.4444 office  
240.567.7777 fax  
240.567.9999 cell  
[monty.raptor@montgomerycollege.edu](mailto:monty.raptor@montgomerycollege.edu)  
  
**Athletics**  
51 Mannakee Street  
Rockville, MD 20850

A red arrow points to the 'OK' button at the bottom right of the task pane.

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03

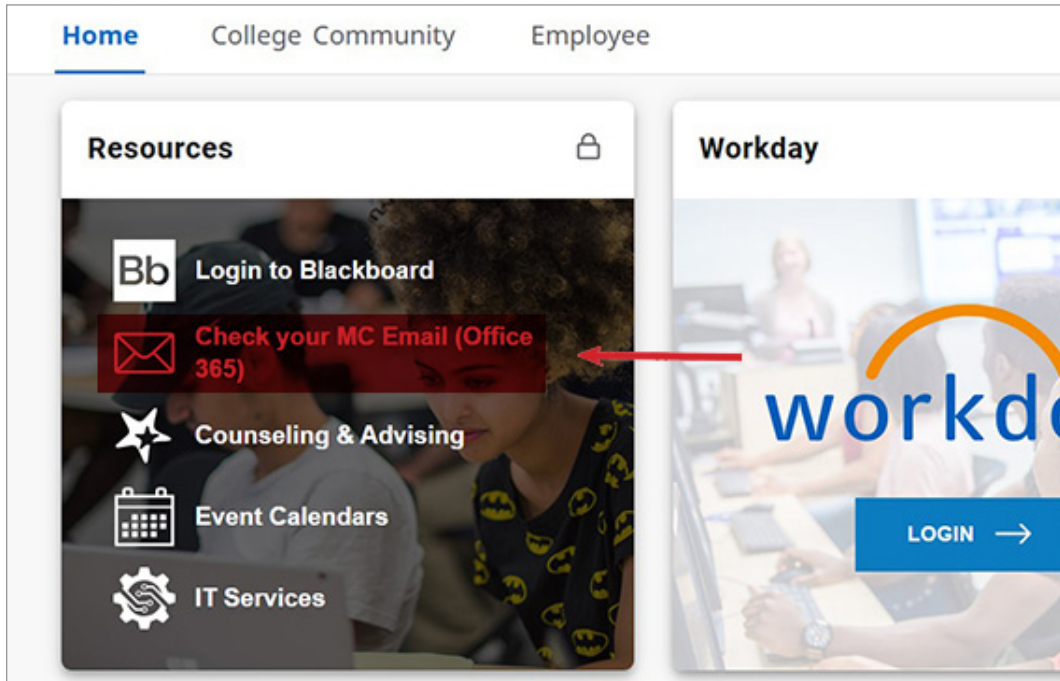
# **CREATING YOUR EMAIL SIGNATURE**

OUTLOOK 365

# CREATING YOUR EMAIL SIGNATURE IN OUTLOOK 365

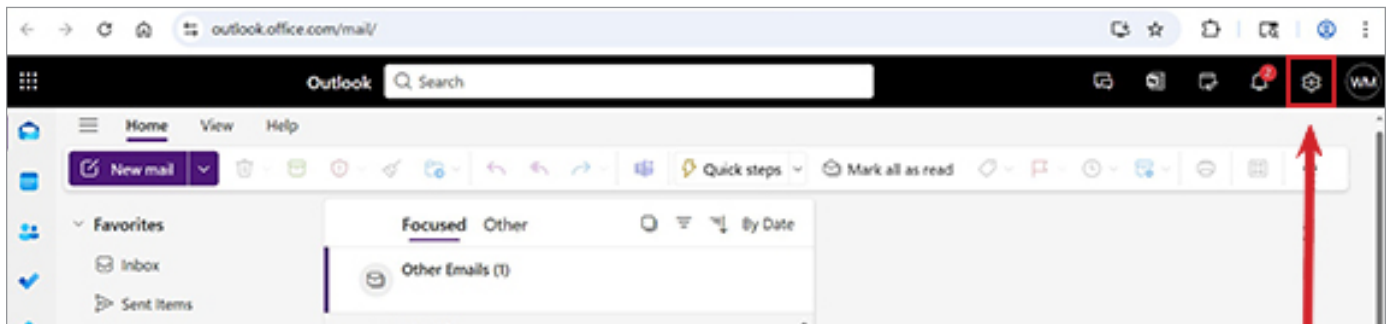
## STEP 1

In Microsoft Word, open the email signature template file. Next, log into MyMC and click on "Check your MC Email (Office 365)" in the "Resources" box.

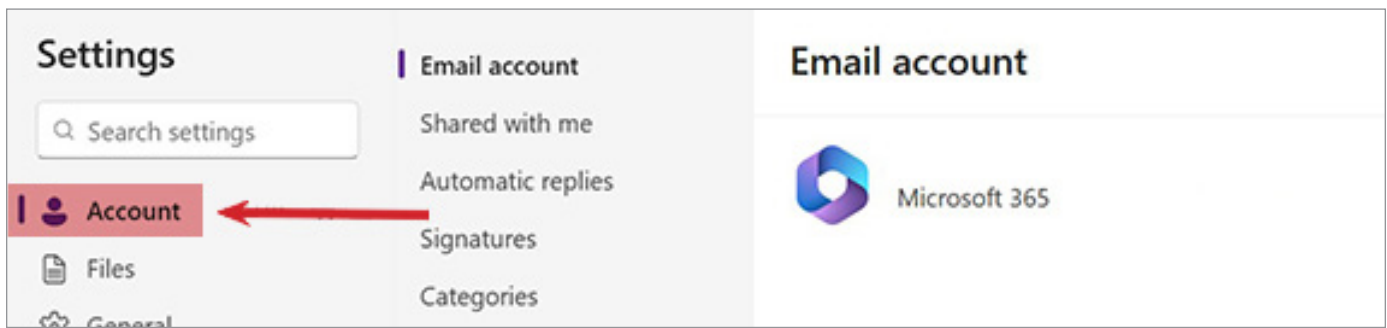


**STEP 2**

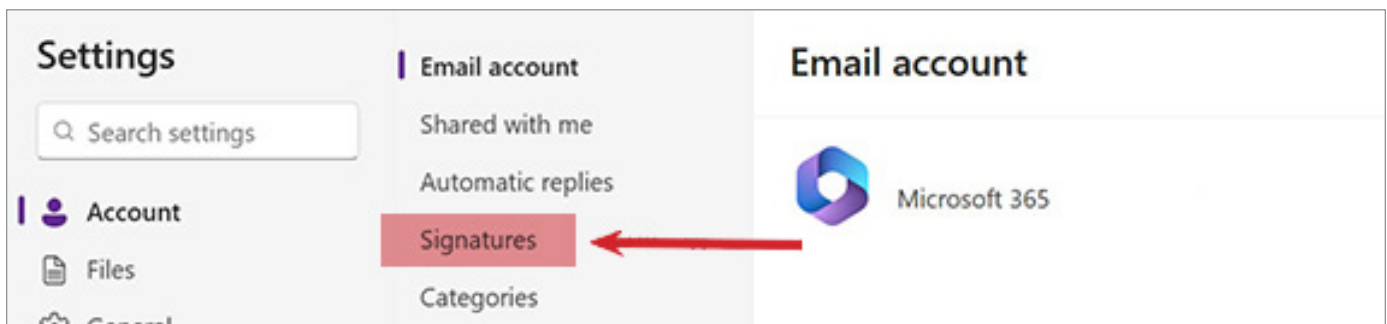
Click on the gear icon located in the upper right corner.



Go to and click on "Account."

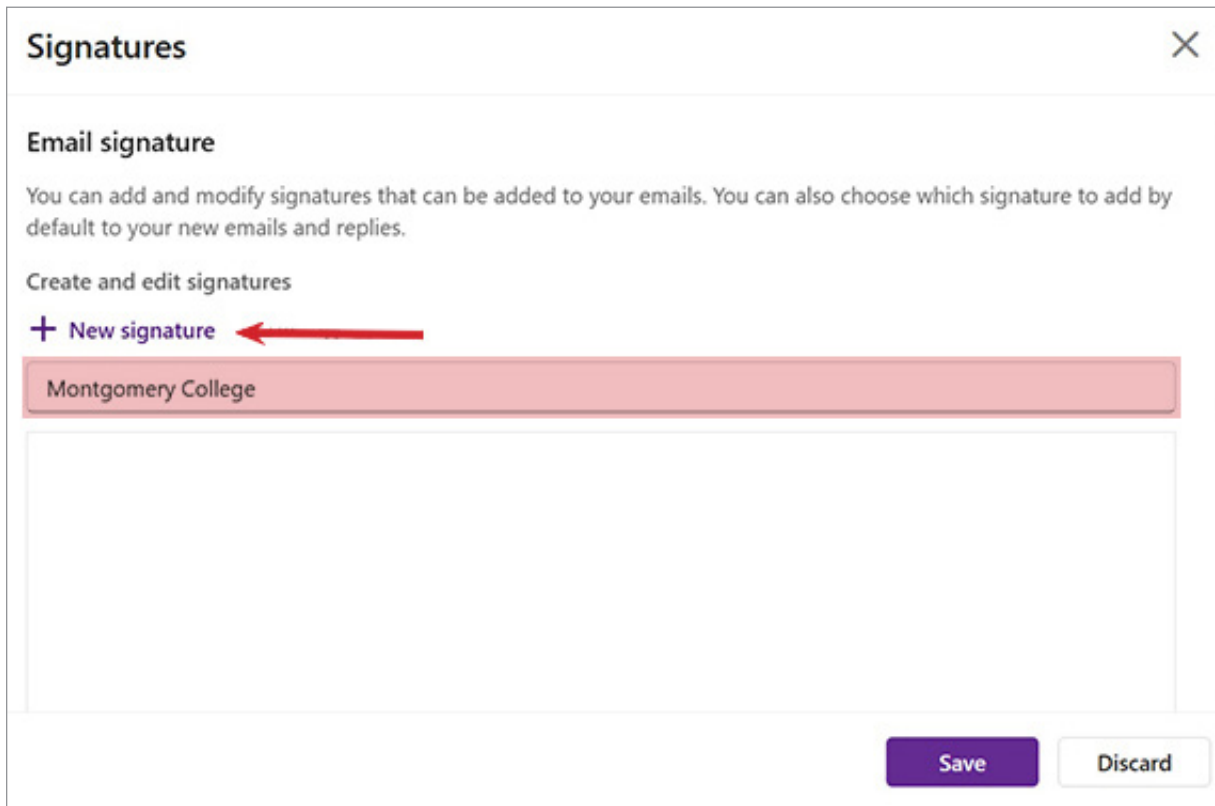


Next, click on "Signatures".



**STEP 3**

Click on "New Signature" to create a new email signature. Enter a name for your new email signature.



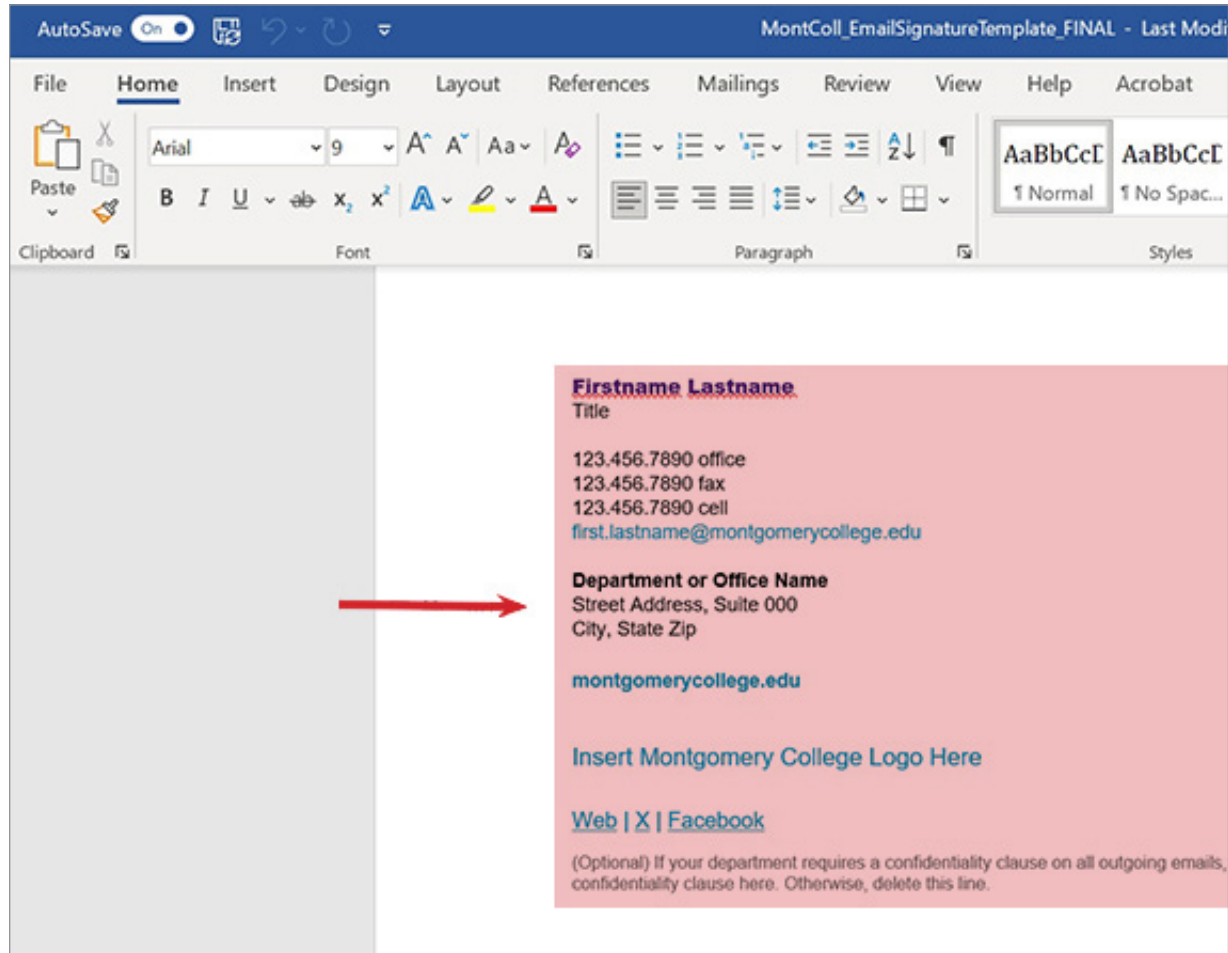
The screenshot shows the 'Signatures' window in Outlook. The title bar says 'Signatures' with a close button (X) in the top right corner. Below the title bar, the section 'Email signature' is displayed, followed by a descriptive paragraph: 'You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.' Underneath, the text 'Create and edit signatures' is shown. A purple plus icon followed by the text '+ New signature' is highlighted with a red arrow. Below this, a list of existing signatures is shown, with 'Montgomery College' as the only entry. A large, empty text box for editing the signature is located below the list. At the bottom right of the window, there are two buttons: 'Save' (purple) and 'Discard' (light gray).

**STEP 4**

Go to the email signature template open in Microsoft Word.

**STEP 5**

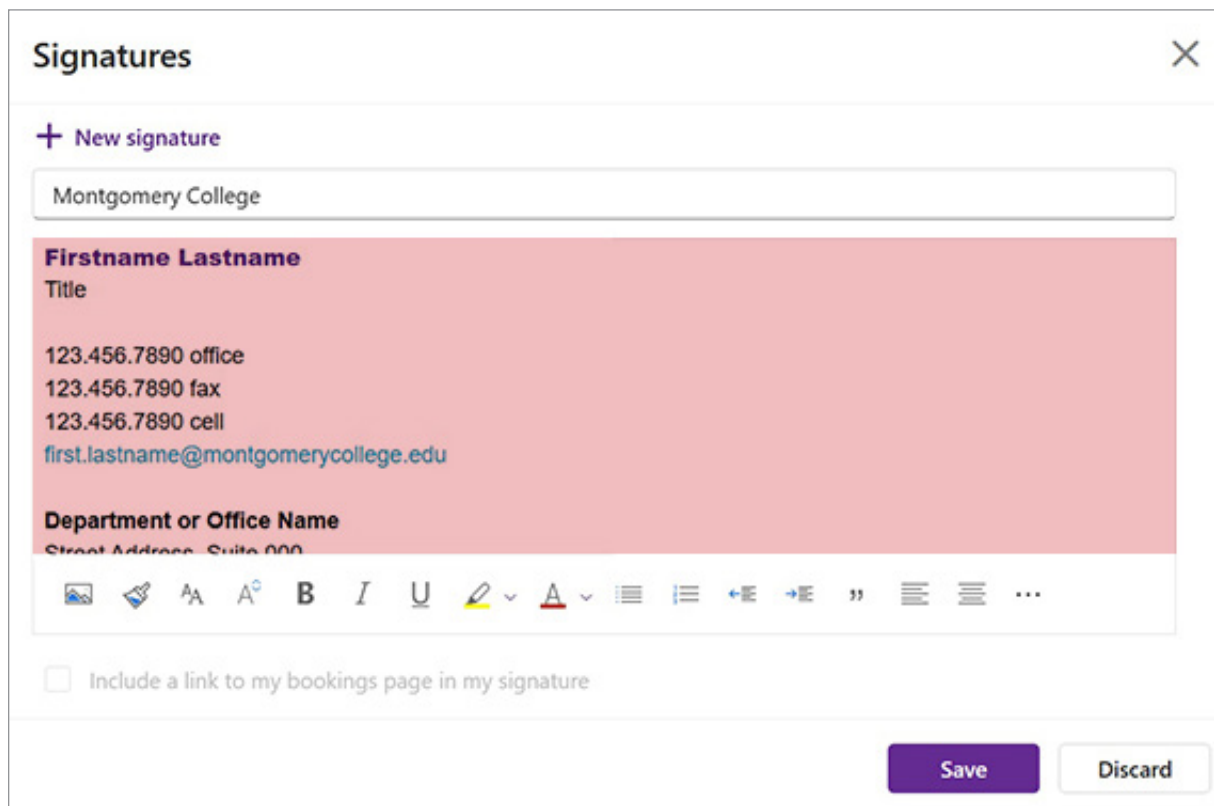
Highlight the pre-formatted email signature. Press "Control + C" on your keyboard to copy it.





## STEP 6

Return to Microsoft Outlook. Paste the email signature into the "Email Signature" text field by pressing "Control + V" on your keyboard.



The screenshot shows the "Signatures" window in Microsoft Outlook. At the top, there is a close button (X) and a "+ New signature" button. Below this is a text input field containing "Montgomery College". The main area is a large red box with the following text: "Firstname Lastname", "Title", "123.456.7890 office", "123.456.7890 fax", "123.456.7890 cell", and "first.lastname@montgomerycollege.edu". Below the red box is a section for "Department or Office Name" and "Street Address, Suite 000". At the bottom of the red box is a rich text toolbar with icons for image, link, text color, background color, bold, italic, underline, strikethrough, font color, font size, bulleted list, numbered list, indent, outdent, quote, unquote, and more options. Below the toolbar is a checkbox labeled "Include a link to my bookings page in my signature". At the bottom right are "Save" and "Discard" buttons.

**STEP 7**

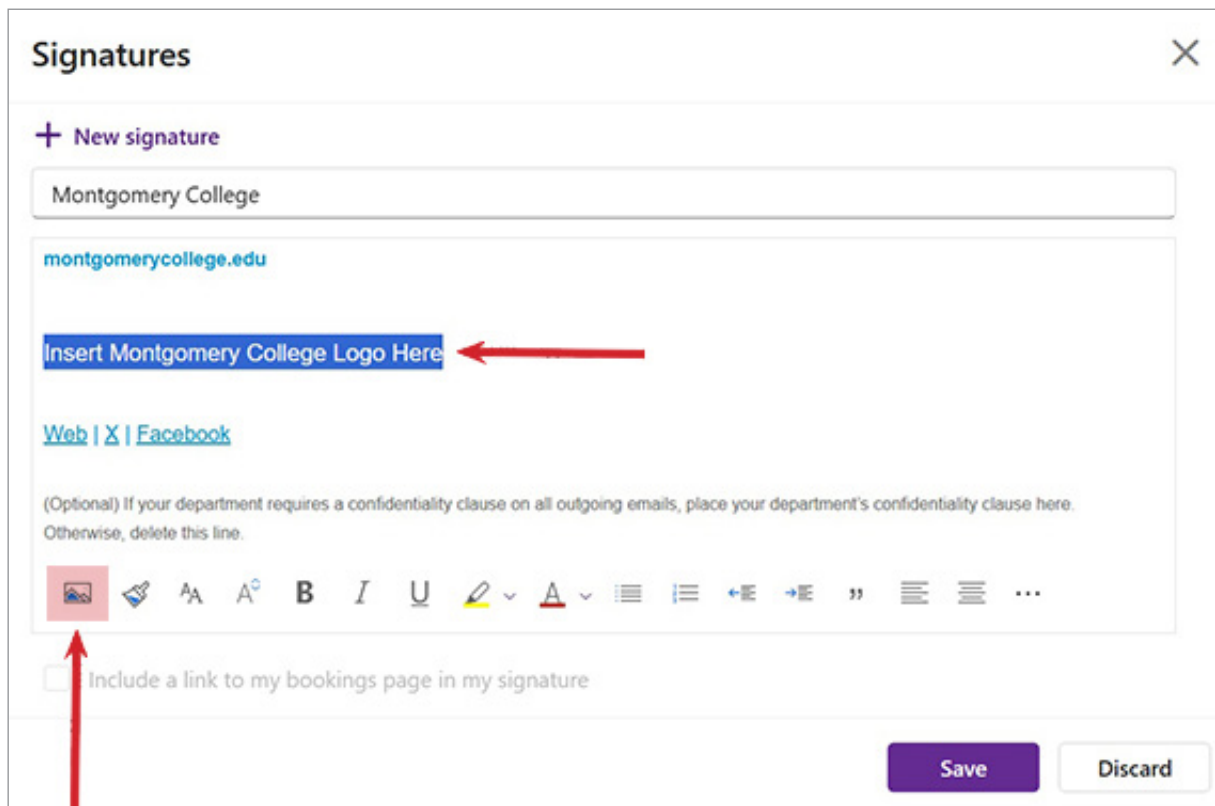
Edit your email signature's contact information.

Next, use your cursor to highlight "montgomerycollege.edu." Click the "underline" button to remove the underline beneath "montgomerycollege.edu."

The screenshot shows the 'Signatures' window in Outlook. At the top, there's a '+ New signature' button. Below it, the signature text 'Montgomery College' is in a text box. Underneath, the email address 'montgomerycollege.edu' is highlighted in blue. A red arrow points from the text to the email address. Below the email address, there's a placeholder for a logo: 'Insert Montgomery College Logo Here'. Further down, there are links for 'Web | X | Facebook'. A note states: '(Optional) If your department requires a confidentiality clause on all outgoing emails, place your department's confidentiality clause here. Otherwise, delete this line.' Below this is a rich text toolbar with various icons. The 'U' (underline) icon is highlighted with a red square, and a red arrow points from the checkbox below to it. The checkbox is labeled 'Include a link to my bookings page in my signature'. At the bottom right, there are 'Save' and 'Discard' buttons.

**STEP 8**

Highlight "Insert Montgomery College Logo Here." Click on the "Insert Picture" icon.



The screenshot shows the Outlook 'Signatures' window. At the top, there's a '+ New signature' button. Below it, the signature text 'Montgomery College' is entered in the first line, and 'montgomerycollege.edu' in the second line. The third line, 'Insert Montgomery College Logo Here', is highlighted in blue, with a red arrow pointing to it from the right. Below this, there are links for 'Web | X | Facebook'. A note states: '(Optional) If your department requires a confidentiality clause on all outgoing emails, place your department's confidentiality clause here. Otherwise, delete this line.' Below the note is a rich text toolbar with various icons. The 'Insert Picture' icon (a small landscape picture) is highlighted with a red square, and a red arrow points to it from the bottom left. Below the toolbar is a checkbox labeled 'Include a link to my bookings page in my signature', which is currently unchecked. At the bottom right, there are 'Save' and 'Discard' buttons.

## STEP 9

Return to the email signature template in Microsoft Word. Highlight the logo insertion link provided and copy it by pressing "Control + C" on your keyboard. The link that you should highlight and copy appears below:

**[https://media.montgomerycollege.edu/communications/marketing-communications-website/mce-mailsignature/outlook/assets/MC\\_Logo\\_Outlook.png](https://media.montgomerycollege.edu/communications/marketing-communications-website/mce-mailsignature/outlook/assets/MC_Logo_Outlook.png)**

In Outlook for Microsoft Office 365, go to "File name" and paste in the link by pressing "Control + V" on your keyboard. Click on "Open". Please note that it may take several seconds before Montgomery College's logo appears in your email signature.

Click on "Save" to save your email signature.

