# Create a Signature in Outlook

To Start – create a signature in Word. You can copy an existing signature from an email and edit it with your information or use the template below. Once you have your signature, select it and copy it (CTRL+C)

NANAIMO LADYSMITH PUBLIC SCHOOLS

Your Name | Your Title
Direct 250-xxx-xxxx | Cell 250 xxx-xxxx | your.username@sd68.bc.ca
395 Wakesiah Avenue, Nanaimo, BC V9R 3K6 | www.sd68.bc.ca

In Outlook

1. Select File
2. Select Options

3. Select Mail
4. Select Signatures…
5. Click on New
6. Give the Signature a name and select OK
7. Select OK
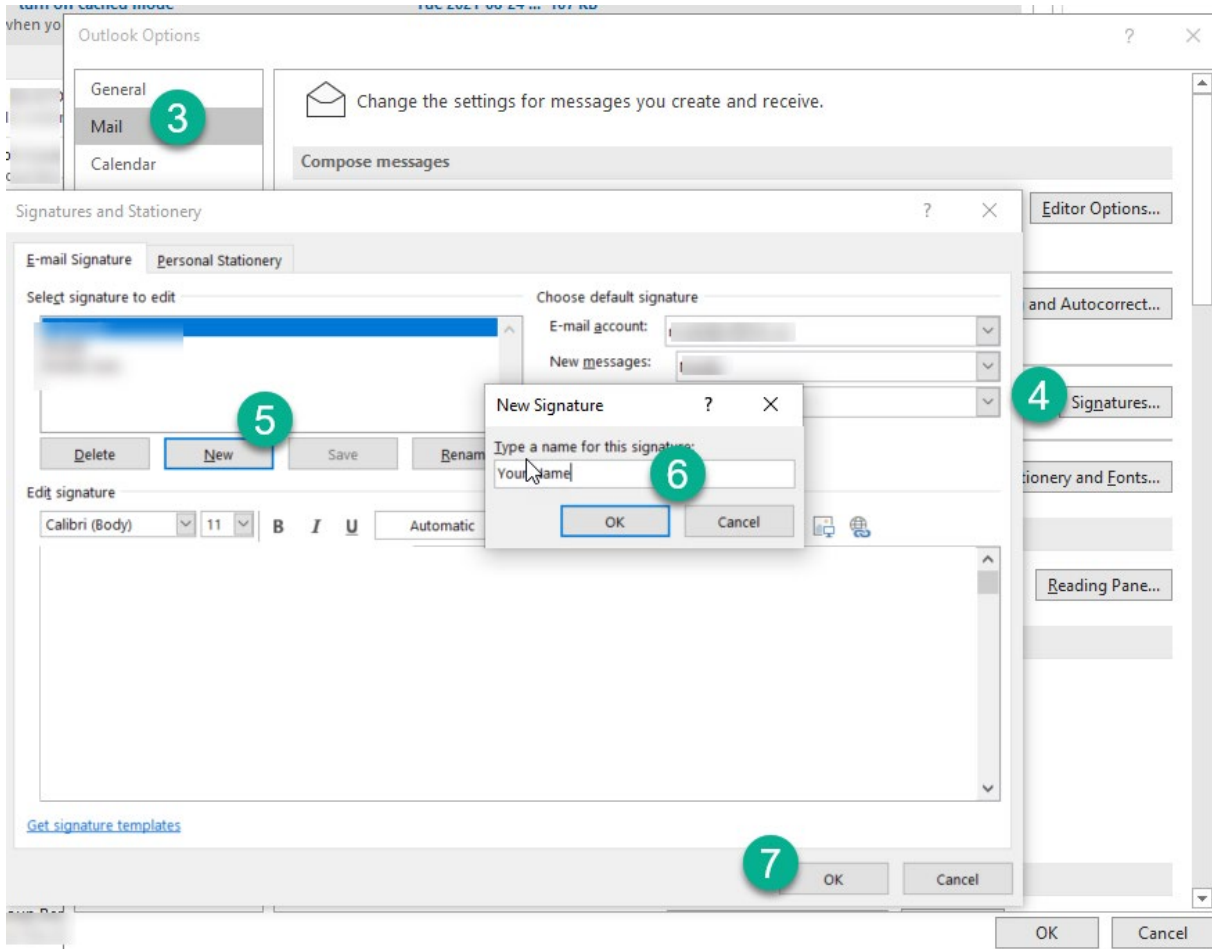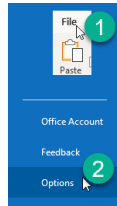
8. Paste the signature you copied
9. Associate the signature with your New messages and Replies/forwards
10. Select OK
11. Select OK to exit