Electronic signature templates

Follow the instructions to use the template:

**Step 1:** Select signature template 1, 2, or 3 and update to your information in Word.

**Step 2:** Select all the elements in the signature.

**Step 3:** Select **Copy (Ctrl + C)**.

**Step 4:** Open Outlook, then select file > options > mail > signatures > new.

**Step 5:** **Paste (Ctrl +V)** the signature in the “edit signature” section and save.

**Step 5:** Choose signature for new messages and replies/forwards.

**Step 6:** Click “OK” x 2 to exit and test by creating a new message.

Signature 1

|  |  |
| --- | --- |
| Milligan University Logo | **Name, credential**   Job Title  P: 423.xxx.xxxx | milligan.edu PO Box x, Milligan, TN 37682 |

Signature 2

|  |  |
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Signature 3

|  |  |
| --- | --- |
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