

# 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:** Hover over the signature and click  to select all the elements in the signature.

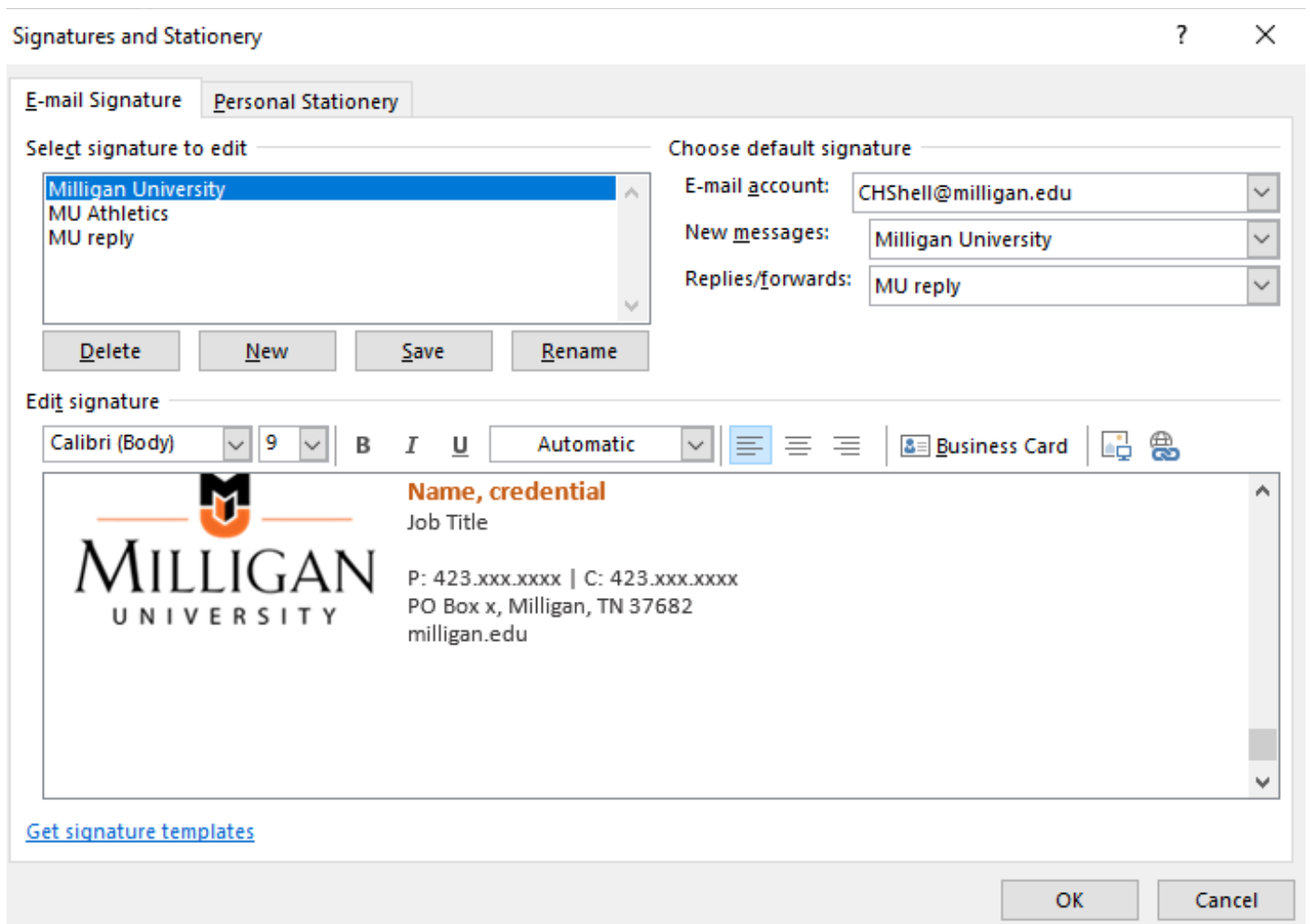
**Step 3:** Select **Copy (Ctrl + C)**.

**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.



Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- Milligan University
- MU Athletics
- MU reply

Delete New Save Rename

Choose default signature


E-mail account: CHShell@milligan.edu

New messages: Milligan University

Replies/forwards: MU reply

Edit signature

Calibri (Body) 9 B I U Automatic Business Card

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

[Get signature templates](#)

OK Cancel

SIGNATURE 1



**Name, credential**

Job Title

P: 423.xxx.xxxx | milligan.edu  
PO Box x, Milligan, TN 37682

SIGNATURE 2



**Name, credential**

Job Title

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SIGNATURE 3



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