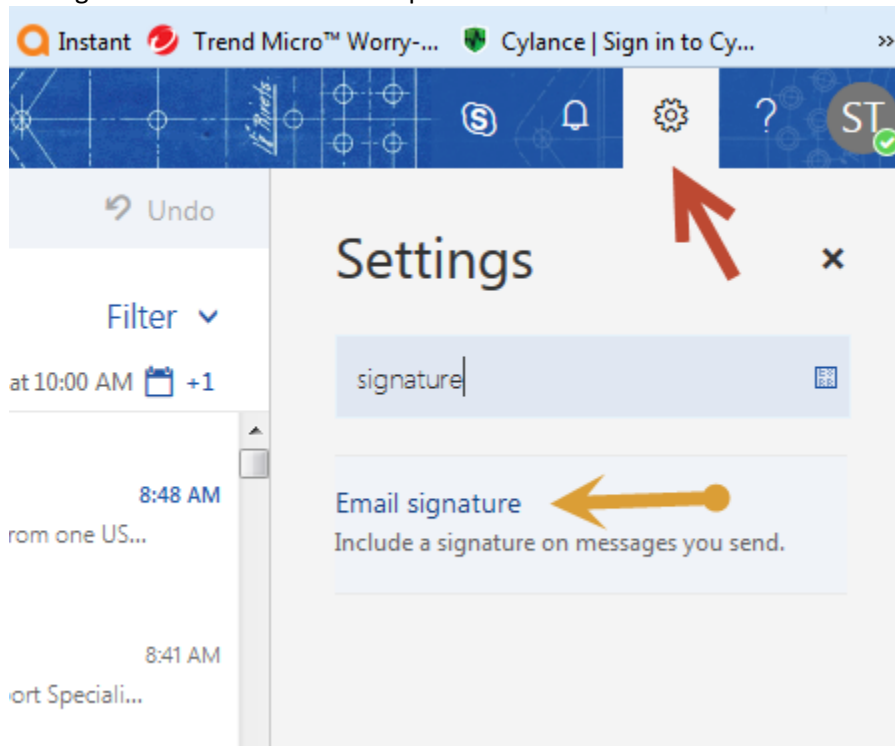


Updating your Signature on Web Outlook

1. Download the template at www.gordonstate.edu/advancement/doc/gordon_state_email_signature.docx
2. On Outlook Web, the easiest way is to click on the Settings icon and then type 'signature' in the search box. The first option that appears should be 'Email Signature'. Then just paste in your signature from the Word template.



✓ OK ✕ Cancel

Email signature

- ☒ Automatically include my signature on new messages I compose
- ☒ Automatically include my signature on messages I forward or reply to

 **B** *I* U ^AA _A ABC ABC   

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