Mac: Changing your Signature in Outlook

Select **Outlook** >**Preferences**. The Outlook Preferences window opens.



Select **Signatures**. The Signatures dialog box opens.



Select **+** beneath the list of signatures. A new signature line appears in the signature name list.

Input the following signature and modify with your information:

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| **John Doe** |
| **Title**Oakland SchoolsDepartment |
| **O:**  248.209.1234 |
| **M:**  123.456.7890 |
| 2111 Pontiac Lake Rd.Waterford, MI 48328 |

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| https://resources.finalsite.net/images/v1573072719/oaklandk12mius/syodqlacey4bfhedubfh/iconmonstr-linkedin-4-64.png |
| https://resources.finalsite.net/images/v1573072719/oaklandk12mius/wuikqijiendleeeq6usf/iconmonstr-facebook-4-64.png |
| https://resources.finalsite.net/images/v1573072719/oaklandk12mius/mjy9qum0ofdd7chp2dhe/iconmonstr-twitter-4-64.png |
| https://resources.finalsite.net/images/v1573072719/oaklandk12mius/jggay4s6k0xec3wr76h6/iconmonstr-instagram-14-64.png |
| https://resources.finalsite.net/images/v1573072719/oaklandk12mius/wdhkgjaba4bx6tswgqz5/iconmonstr-youtube-9-64.png |

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| Oakland Schools |

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Choose this signature for New Messages.



Save and Select OK.

You can repeat the same instructions and set the following format as your signature for replies/forwards to reduce length of emails.

**-John Doe**