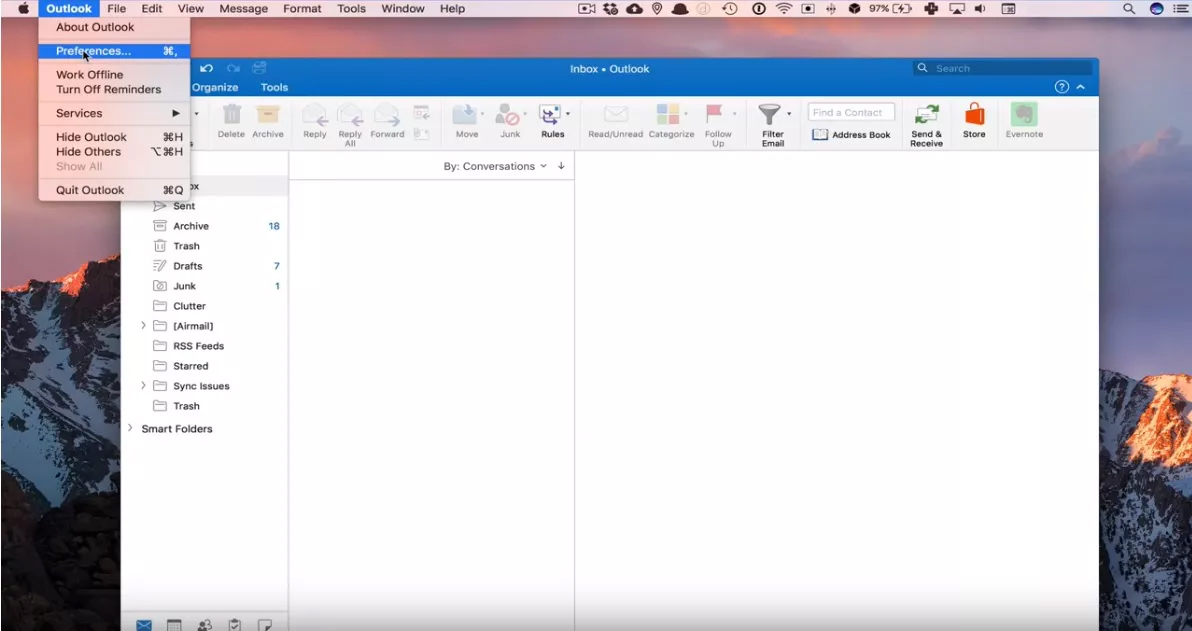
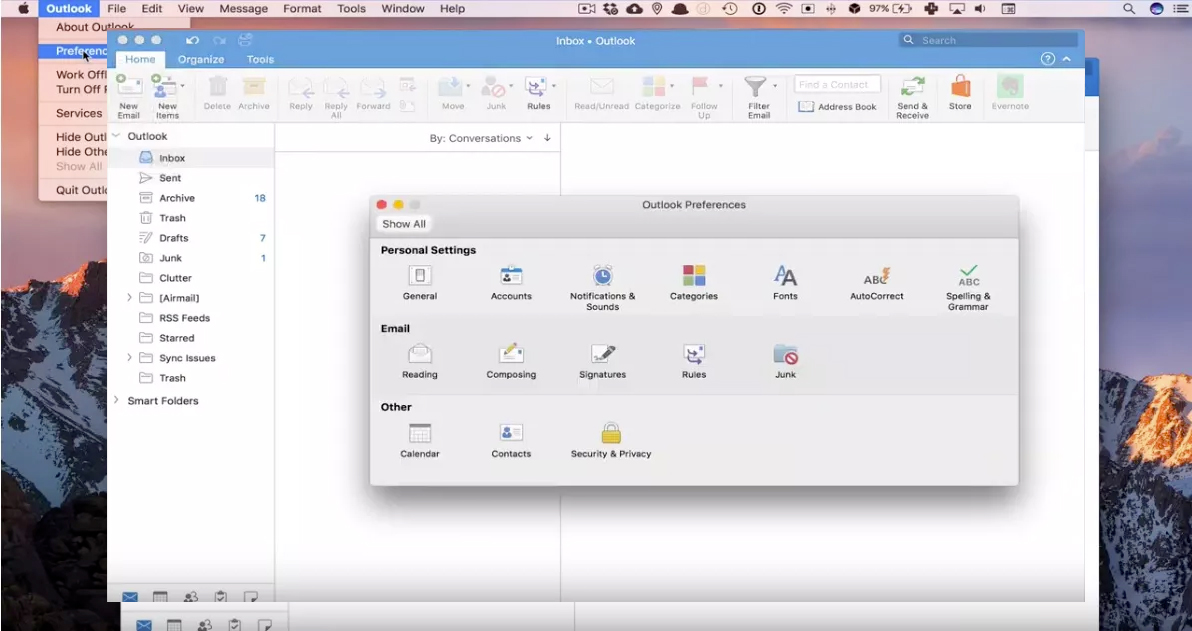
Mac: Changing your Signature in Outlook

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



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

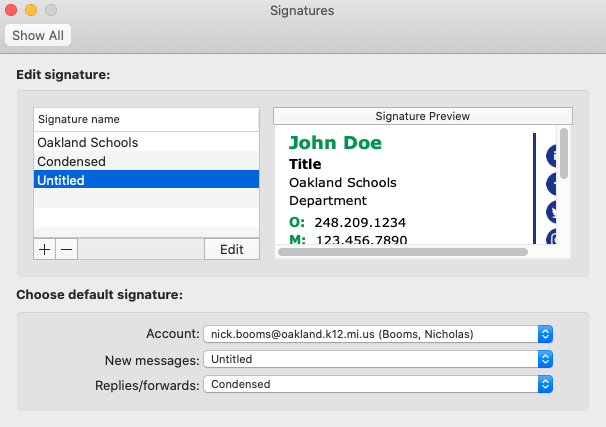


Select **+** beneath the list of signatures. A new signature line appears in the signature name list.

Input the following signature and modify with your information:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **John Doe** | | **Title** Oakland Schools Department | | **O:**  248.209.1234 | | **M:**  123.456.7890 | | 2111 Pontiac Lake Rd. Waterford, MI 48328 | | |  | | --- | | [https://resources.finalsite.net/images/v1573072719/oaklandk12mius/syodqlacey4bfhedubfh/iconmonstr-linkedin-4-64.png](https://www.linkedin.com/company/oakland-schools) | | [https://resources.finalsite.net/images/v1573072719/oaklandk12mius/wuikqijiendleeeq6usf/iconmonstr-facebook-4-64.png](https://www.facebook.com/OSMichigan/) | | [https://resources.finalsite.net/images/v1573072719/oaklandk12mius/mjy9qum0ofdd7chp2dhe/iconmonstr-twitter-4-64.png](https://twitter.com/oaklandschools) | | [https://resources.finalsite.net/images/v1573072719/oaklandk12mius/jggay4s6k0xec3wr76h6/iconmonstr-instagram-14-64.png](https://www.instagram.com/oaklandschools) | | [https://resources.finalsite.net/images/v1573072719/oaklandk12mius/wdhkgjaba4bx6tswgqz5/iconmonstr-youtube-9-64.png](https://www.youtube.com/user/OaklandSchoolsMI) | | |
| |  | | --- | | [Oakland Schools](https://www.oakland.k12.mi.us/) | |

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**