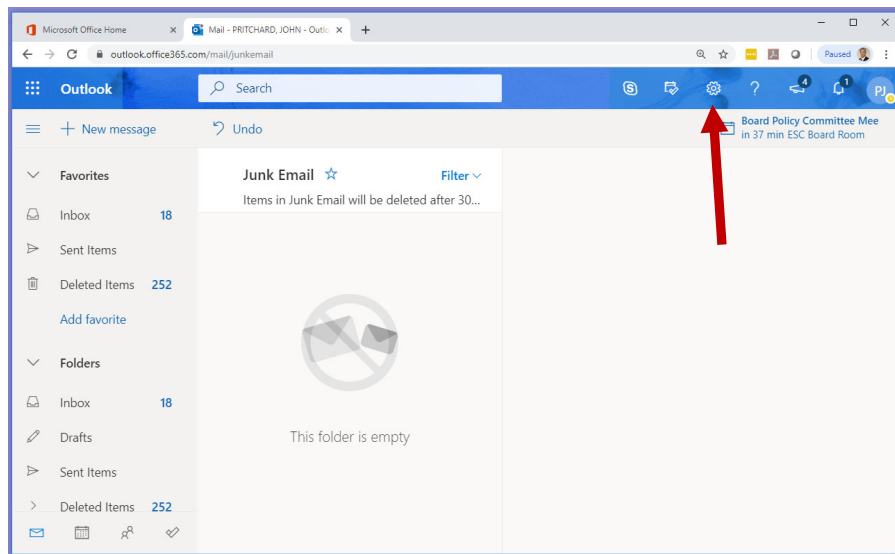


# Setting your Signature in Microsoft Office 365

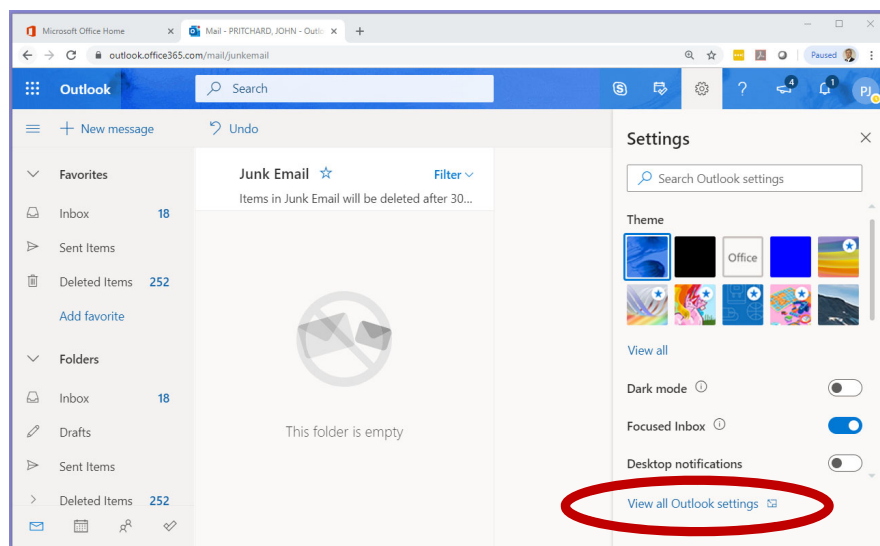
## Overview

This document describes how to set up your signature in Microsoft Outlook to adhere to the Brand Guide for the Sioux City Community School District. (See page 46).

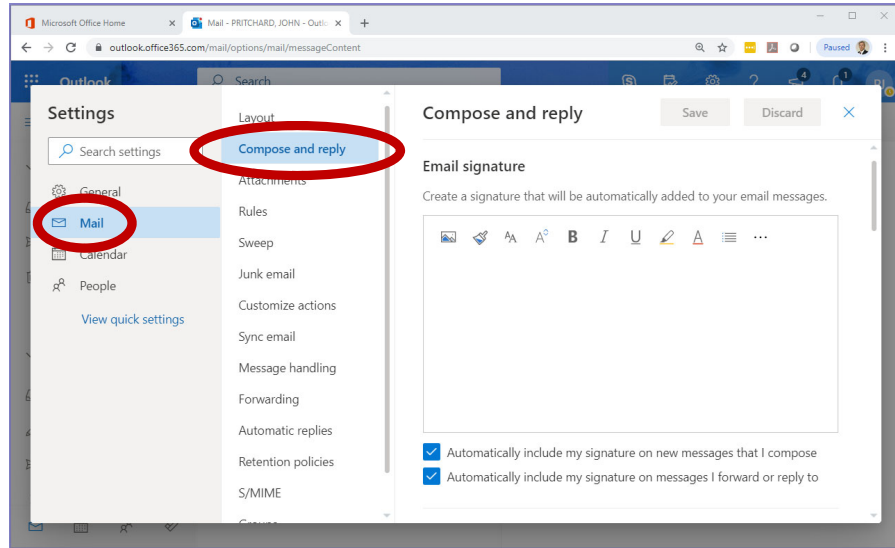
- 1) Log into your Office 365 Outlook, click on the 'gear' icon:



- 2) You will be presented with the following screen. Click on "View all Outlook settings"



- 3) You will be presented with the following screen. Click on “Mail” on the left navigation and then the “Compose and reply” in the second navigation menu. You will be presented with the “Compose and reply” form, and the “Email signature” field as displayed below



- 4) Below is the Sioux City Community School District standard signature with the appropriate font and font sizes. (Please note the cell number is optional and can be left off your signature. If you need to include a fax number in your signature, please do so in place of the cell number. You are also required to include the confidentiality notice with your signature.) You can copy your signature format shown below. Paste it into the “Email signature” field. Update the name, position and phone number, confirm that the check boxes for both “Automatically include...” fields are checked, and click the “Save” button at the top of the “Compose and reply” form. After clicking “Save,” you can “X” out of that form.

**Name | Position Title**

Sioux City Community School District

Department Name or School Name

Ph: (712) XXX-XXXX | Cell: (712) XXX-XXXX

[www.siouxcityschools.org](http://www.siouxcityschools.org)

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- 1) To confirm, click “New message” and a new, blank email, with your new signature should be displayed.