



## How to update your Outlook signature.

If you use Outlook to access your email on a University Windows computer then you should now be able to include the new signature that will update the banner on your signature automatically and apply by default the University's recommended signature

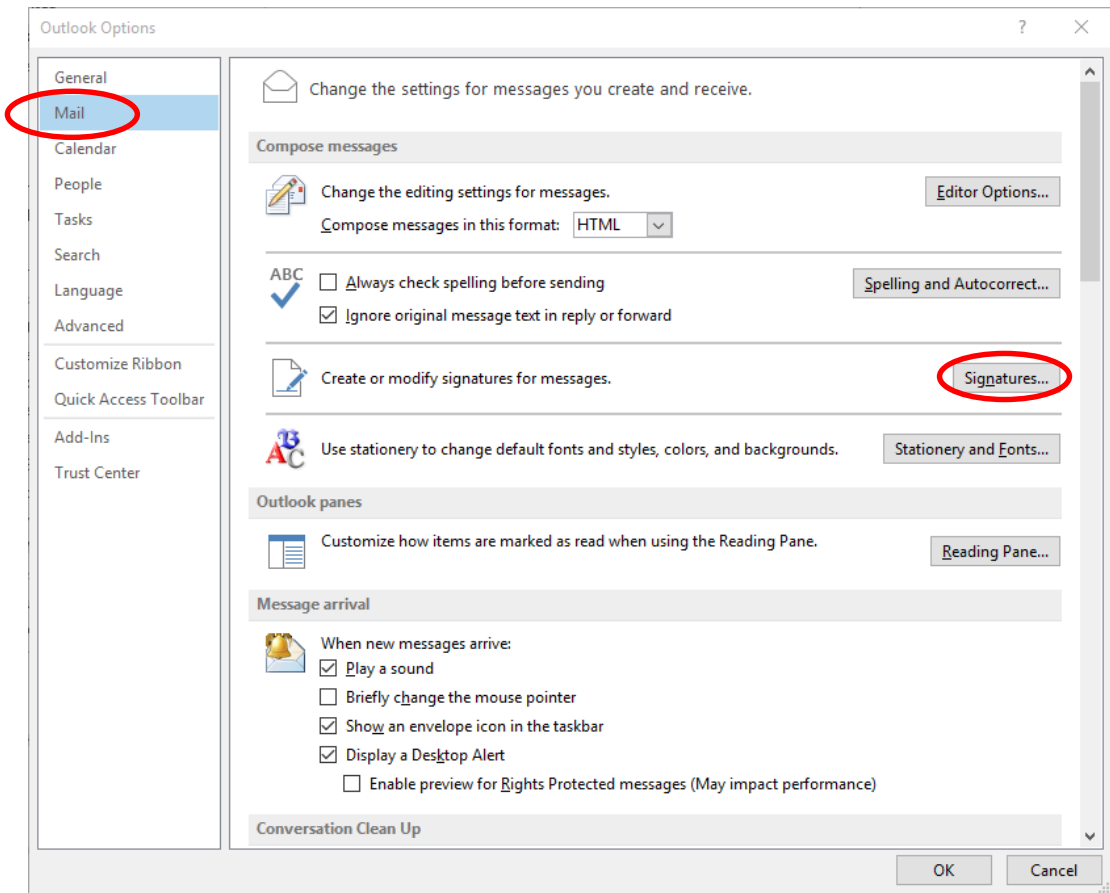
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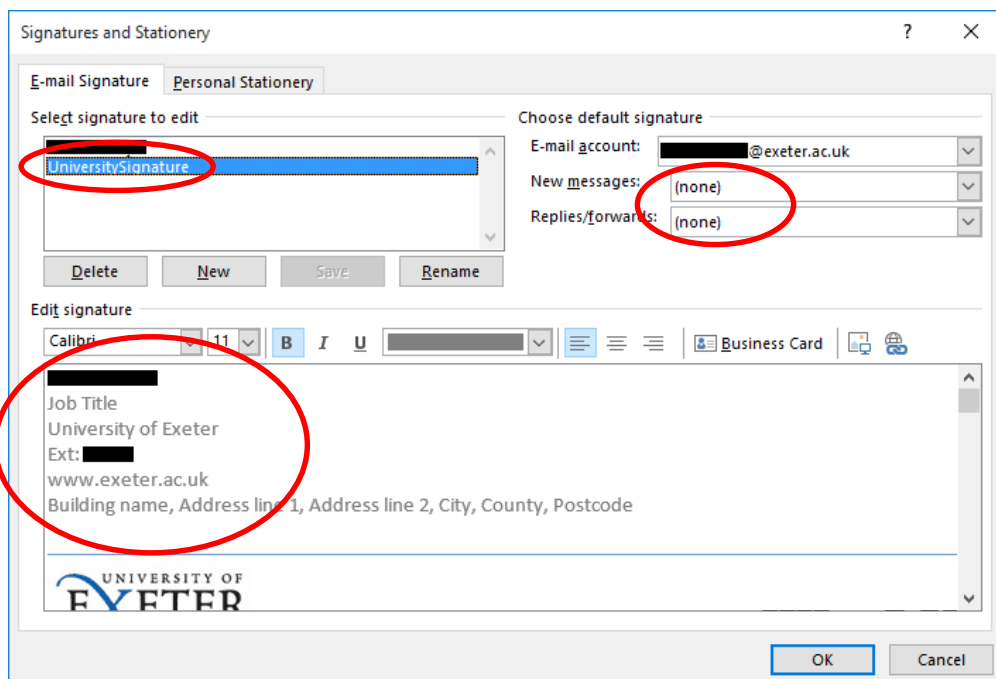
# 1. Updating signature in Outlook 2013:

Once you opened Outlook:

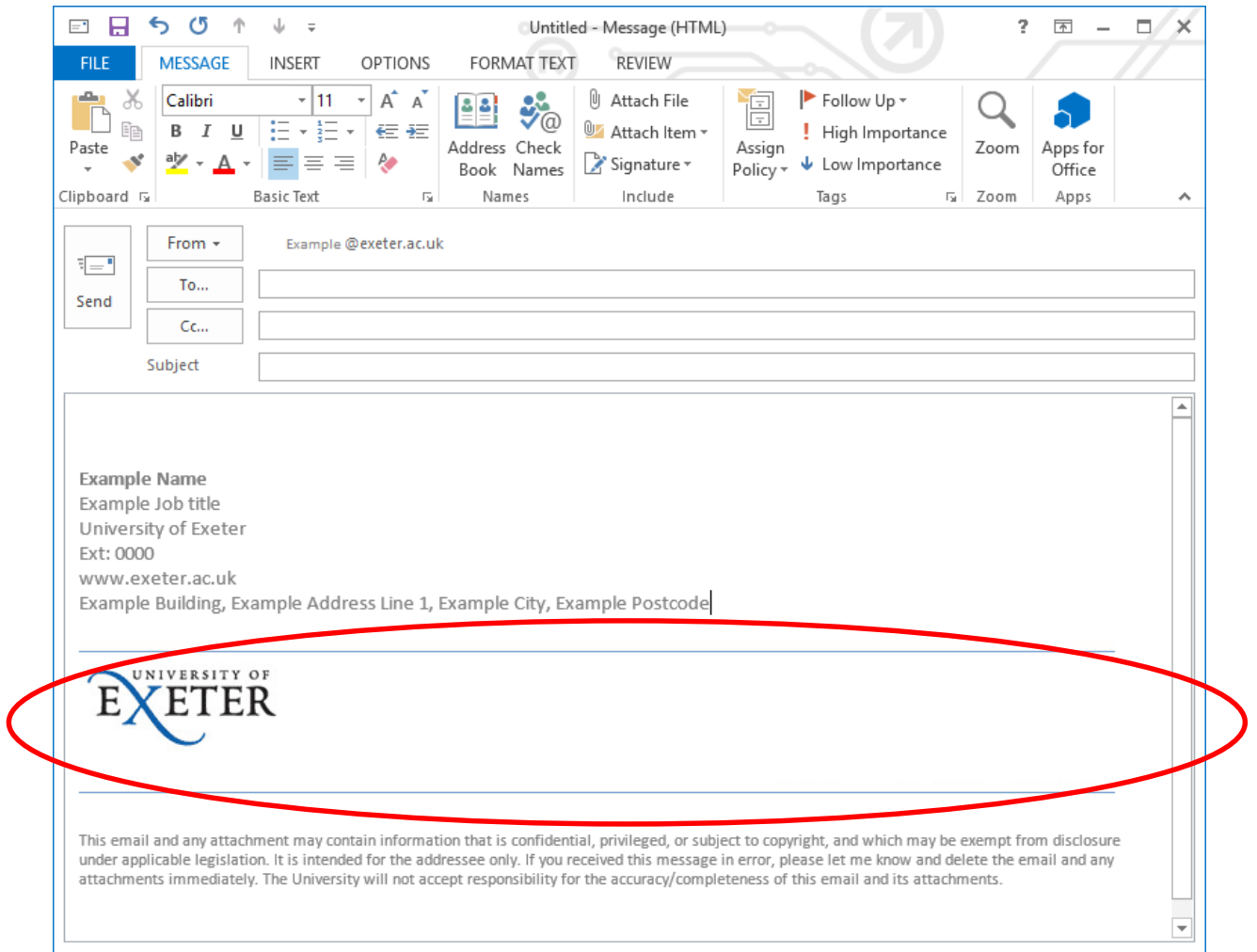
1. Click on “File” and click “Options”
2. Click on “Mail” and Then Signatures



3. Select “UniversitySignature” and in the box below update the details as necessary and select to use as your default signature for “New messages” and “Replies/forwards” as required before clicking OK twice to confirm.



4. The new signature should then be applied to your emails and the banner highlighted will then be updated centrally when it changes.



If you need any further assistance with this then please contact the [SID](#)