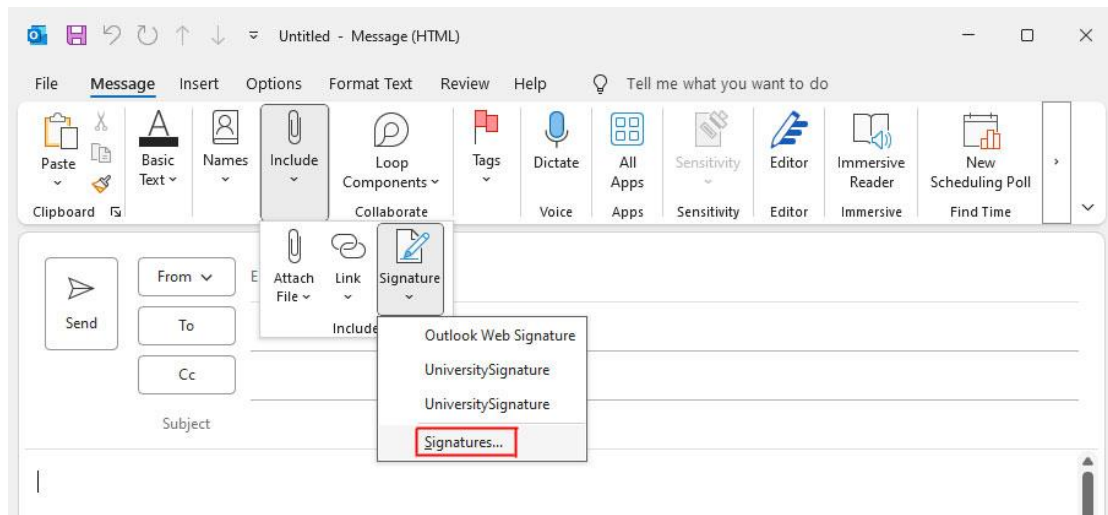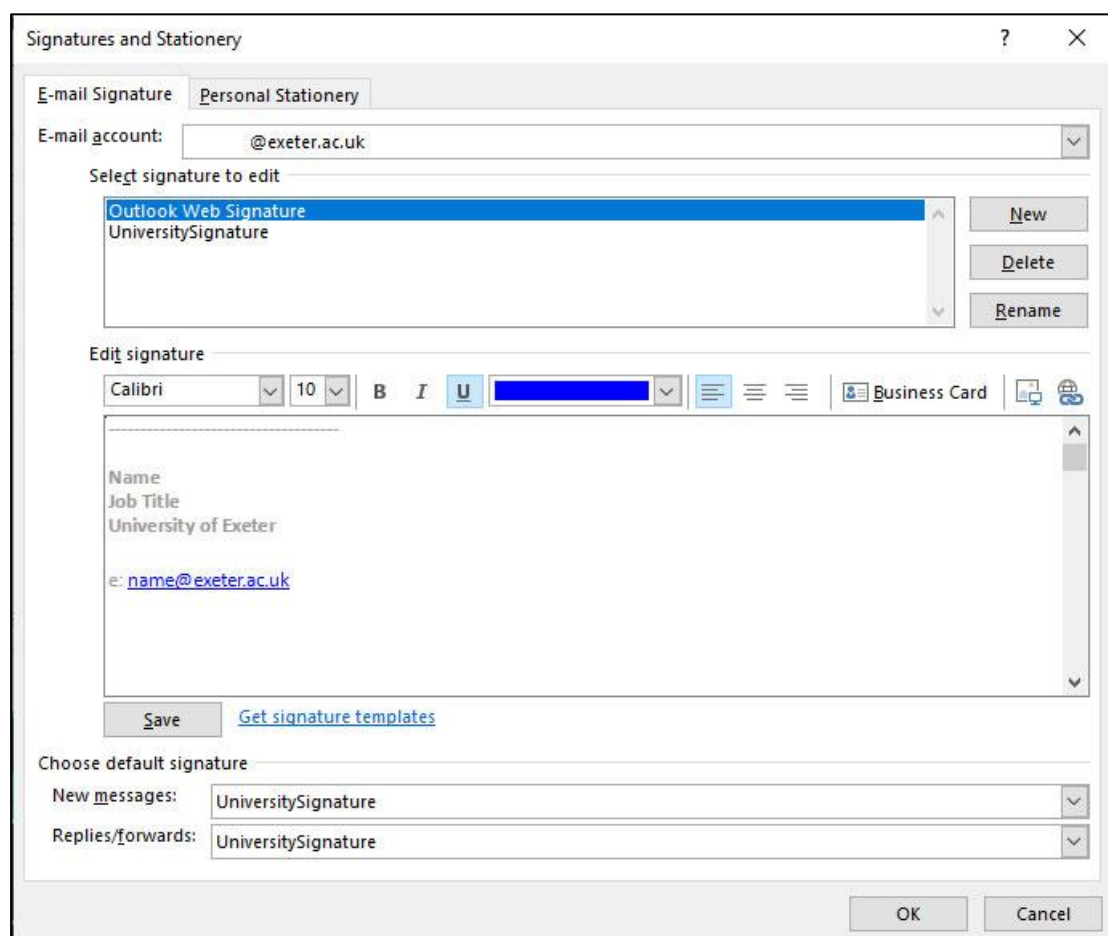# Adding the University branded signature to Outlook
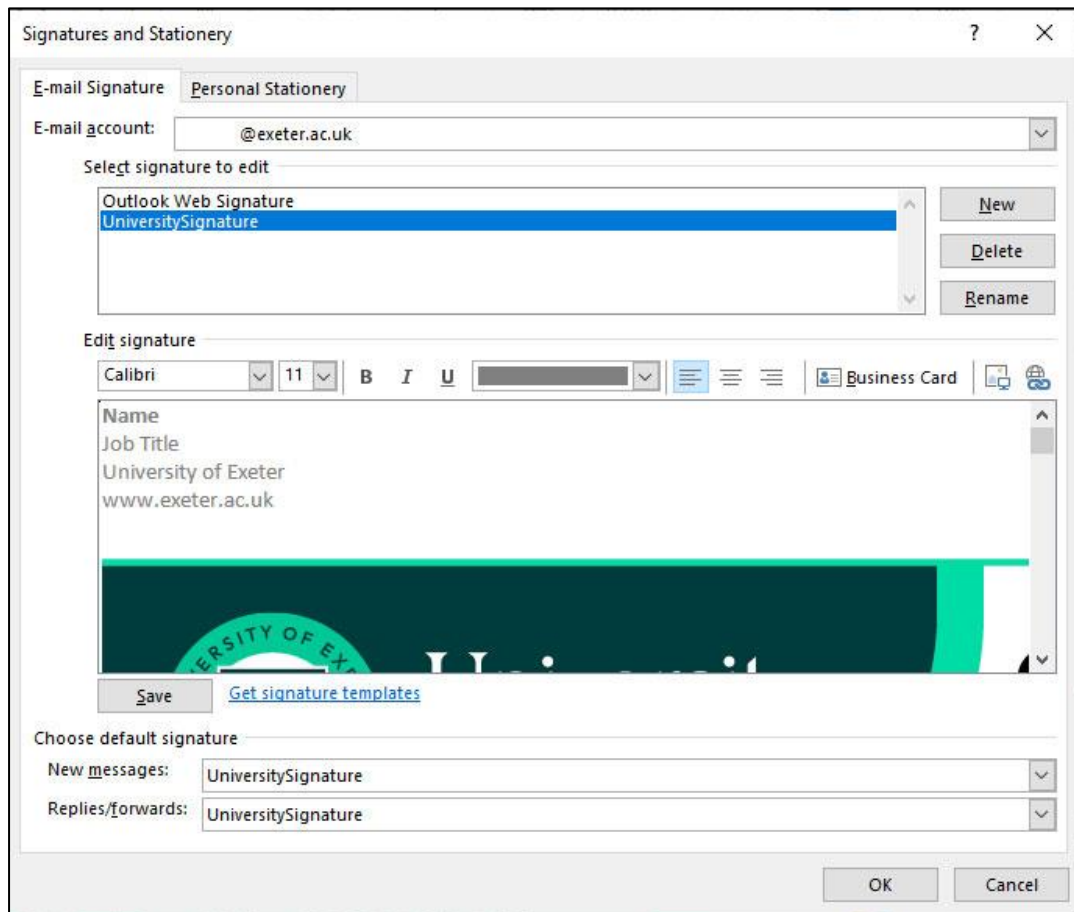
1. Open a new email in Outlook.

2. Click on the 'Include' option and select 'Signature' and then select 'Signatures'.

3. This should bring up a box that looks like this:

4. From here select the 'UniversitySignature' option which will then show the following signature:

5. Open a browser window and go here - https://www.exeter.ac.uk/v8media/generic/staff-sig.gif - and then right click on the image and copy image.

6. Go back to the screen above. Select the image and copy the image in ('Ctrl' and 'v' buttons). The new version of the image will paste in. Make sure you select the 'save' option.

7. Make sure you select 'UniversitySignature' as the default signature for new messages and replies/forwards.

8. When a new version of the image is added to the server then your signature will auto update.

If you are having any issues with Outlook and how to set this up then please contact the **IT Helpdesk**.