How to Change Your Signature in Outlook 2007

All email signatures need to include an Equal Opportunity and Confidentiality Statement. Please copy and paste the following images and text into your Email Signature after your contact information. The images below include updated links to new social media pages.

1. To update your signature click on “Tools” and select “Options” toward the bottom of the window.
2. In the window that opens, select “Mail Format” from the row of tabs across the top then click on “Signatures”.
3. Copy and Paste the images and text above into the signature you would like to use.