Installing your new **Email Signature in Microsoft Outlook**

1.)　Open Microsoft Outlook.

2.)　Go to File > Options.

3.)　In the "Mail" tab, under "Compose Message" section, click the "Signatures" button.

4.)　Click on one of the following URLs:

40th Anniversary Email Signature:
Signature 40 Anniversary.docx

Standard Email Signature:
http://signature.morganproperties.com/signature/property-signature-nomobile-2018.html

5.)　Click CTRL + A, then CTRL+ C (or Right Click + Copy) to copy the contents of this webpage.

6.)　Back in Outlook, click "New" to create a new signature. Name it whatever you would like.

7.)　Click inside of the "Edit Signature" box with your mouse, then click CTRL + V (or Right Click + Paste) to paste in the copied signature.

8.)　You can now edit your signature. Only select the characters in the signature that you need to edit to avoid formatting issues. If formatting issues occur, you can start from step 4 again.

　　a. Change the Name.

　　b. Change the Title.

　　c. Change the Property Name.

　　d. Change the Address.

　　e. Change the Office Phone.

　　f. Change the Fax.

　　g. Change the Email:

　　　　1. Highlight "youremail@morganproperties.com"

　　　　2. Click the "Hyperlink" button (it looks like a chainlink in front of a globe). A window will pop up.

　　　　3. Under "Text to display" select ONLY "youremail" and change it to the appropriate email.

　　　　4. Under "Email Address" select ONLY "youremail" and change it to the appropriate email.

　　　　5. Click "OK".

　　　　Please Note: If any items are unneeded you should be able to highlight and delete them.

9.)　Under "Choose default signature" select the name of the email signature you edited from the dropdown for New Messages. Depending on whether you want it to show up on Replies/Forwards, either select it there or select "(none)".

10.)　Click "OK". Send a test email to yourself and you should see your new signature! Click your email address to make sure it sends to the correct address.

Installing your new **Email Signature in Microsoft Outlook Online**

1.) Click on one of the following URLs:

> **40th Anniversary Email Signature:**
> Signature 40 Anniversary.docx

> **Standard Email Signature:**
> http://signature.morganproperties.com/signature/property-signature-nomobile-2018.html

2.) In the web browser, click CTRL + A, then CTRL+ C (or Right Click + Copy) to copy the contents of this webpage.

3.) In Outlook Online, click on the GEAR icon in the top right.

4.) Click on "Mail".

5.) On the left, click on "Email Signature" under "Layout".

6.) Click CTRL + V to paste in your email signature in the editor.

7.) You can now edit your signature. Only select the characters in the signature that you need to edit to avoid formatting issues. If formatting issues occur, you can start from step 1 again.

> *a. Change the Name.*
>
> *b. Change the Title.*
>
> *c. Change the Property Name.*
>
> *d. Change the Address.*
>
> *e. Change the Office Phone.*
>
> *f. Change the Fax.*
>
> *g. Change the Email: To edit an email you must do the following:*
>
> > *1. Highlight "youremail@morganproperties.com"*
> >
> > *2. Click the down arrow from the text editor.*
> >
> > *3. Click the "Hyperlink" button (it looks like a chainlink). A window will pop up.*
> >
> > *4. Enter your email address in the URL box.*
> >
> > *5. Click "OK".*
> >
> > *6. Highlight only "youremail" and change it to the appropriate email.*
> >
> > *7. Highlight your email address and change the font color to black using the text editor.*
> >
> > *Please Note: If any items are unneeded you should be able to highlight and delete them.*

8.) Check the box that says "Automatically include my signature on new messages I send"

9.) Click "Save"

10.) Go back to your main Mailbox and send a test email to yourself and you should see your new signature! Click your email address in the signature to make sure it sends to the correct address.