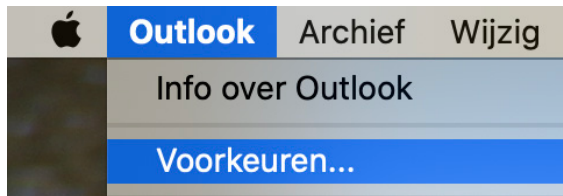


Setting up an email signature in Microsoft Outlook (MAC)

Version 1.1, January 2022

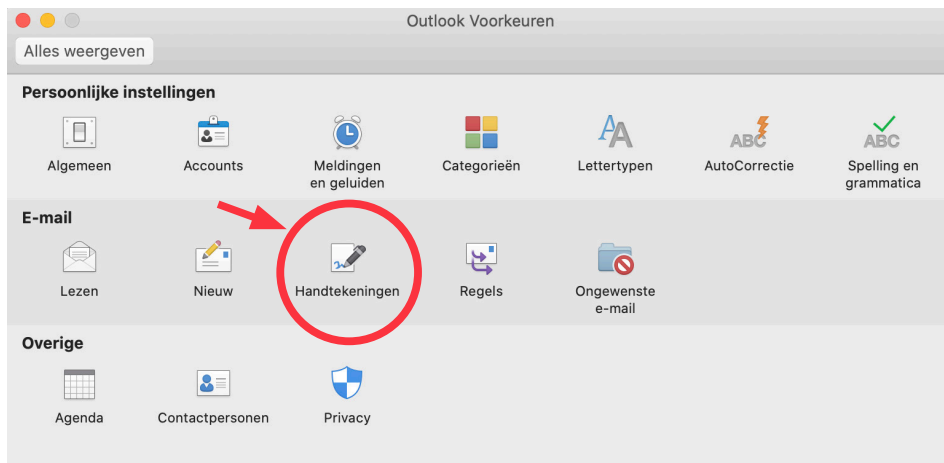
Step 1

Start Outlook and go to Preferences.



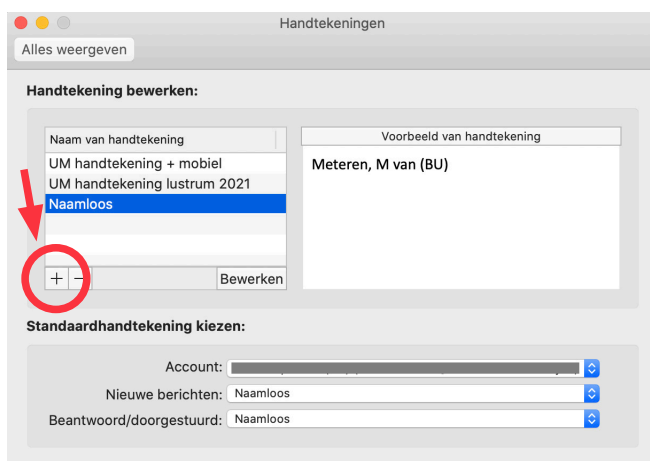
Step 2

Click on the Signatures (Handtekeningen) icon.



Step 3

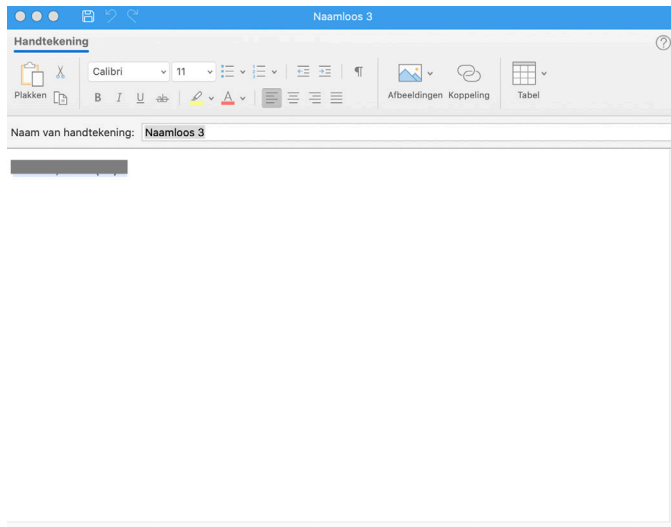
Click on the Add button + below the left column to add a new signature.



Step 4

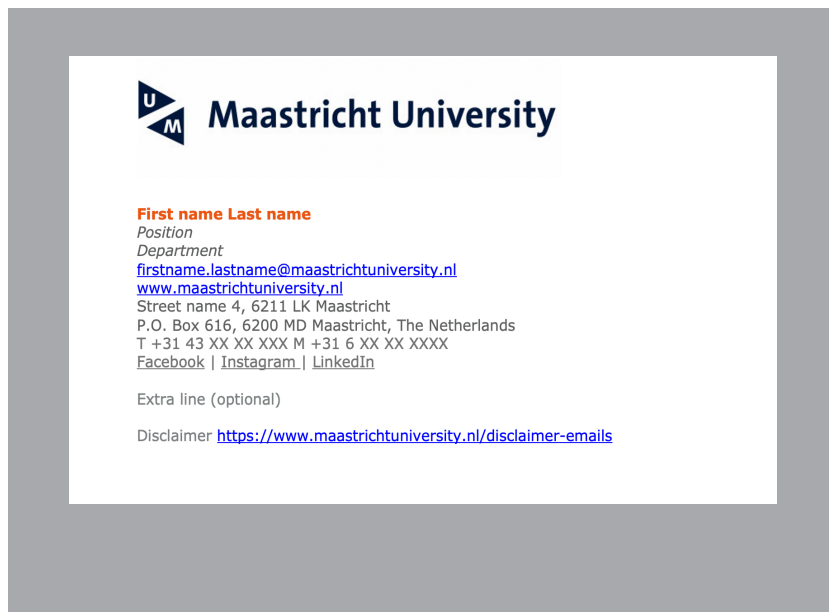
Give your signature a name, for example “UM signature”.

A clear description of your signature will be useful if you have multiple signatures.



Step 5

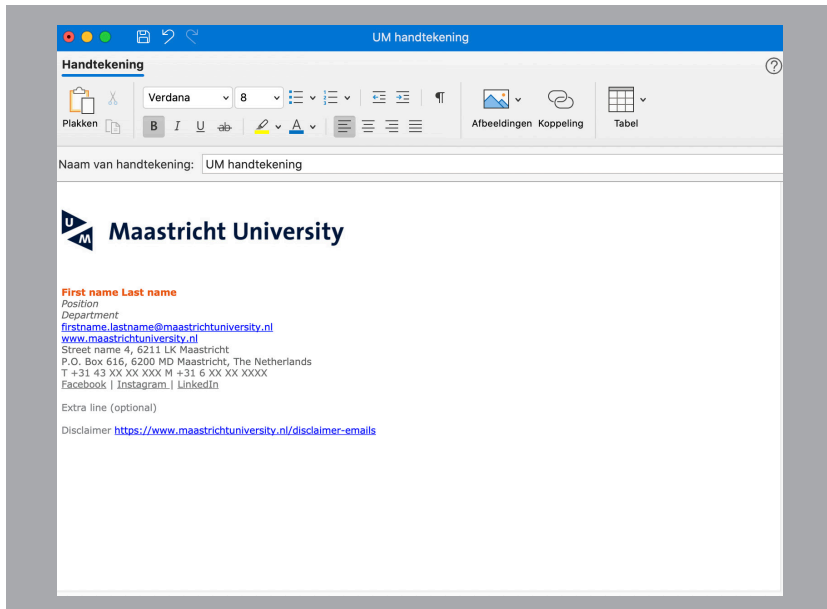
First create your personal signature in Word. Open the sample file by clicking [here](#) and adjust the data, so that it applies to you. You can choose between a Dutch or an English version of the signature. Next, select the entire signature that you have just created in Word (including logo) with your mouse and copy it (right mouse button, select Copy).



Step 6

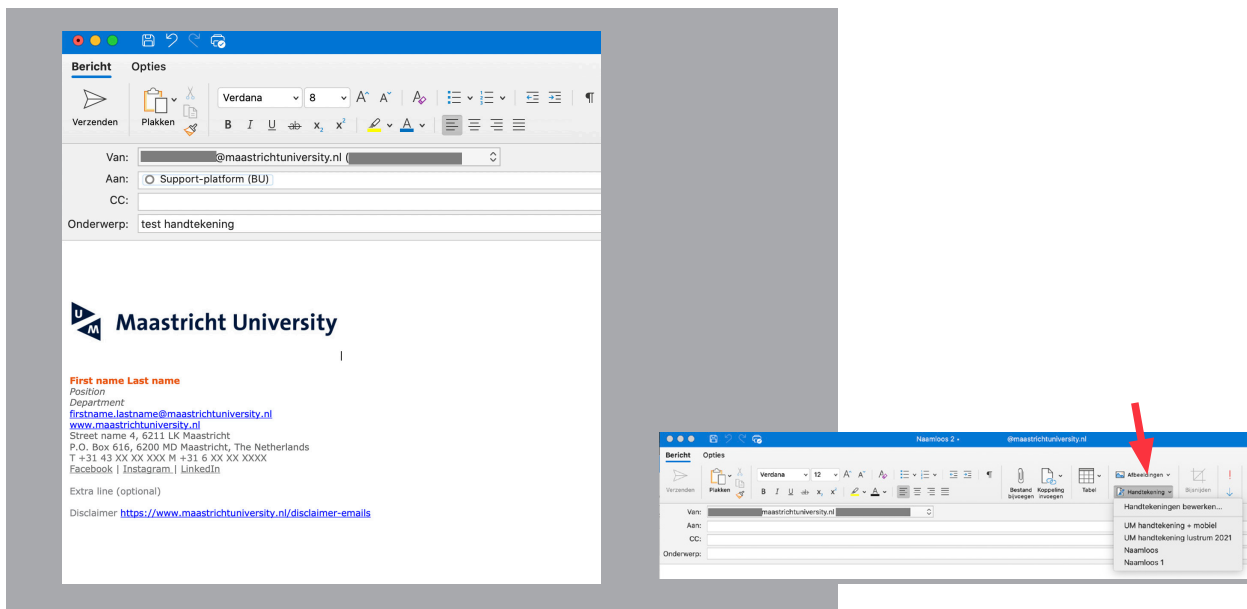
Paste your signature in the bottom section. You do this by right clicking Paste. The default (university) font is Verdana. In the example, size 8 is used. If necessary, you can select your signature to edit, choose Verdana from the font list in the menu of the edit section and then 8.

You may want to add your signature to your email messages by default: for new messages only, for replies and forwards, or for both. Click on the red button at the top left corner to close the window.



Step 7

When you compose a new message, your signature will now automatically appear at the bottom of your email.



If you have set up multiple signatures, you can click Signature at the top of Outlook and view all signatures.