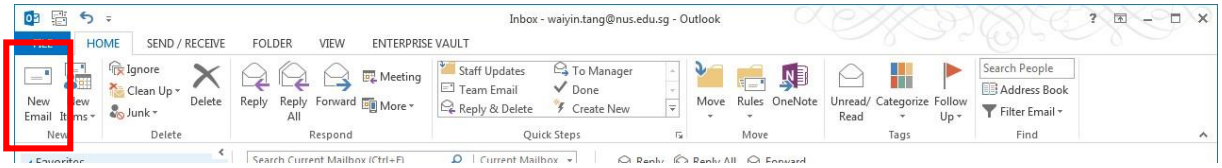
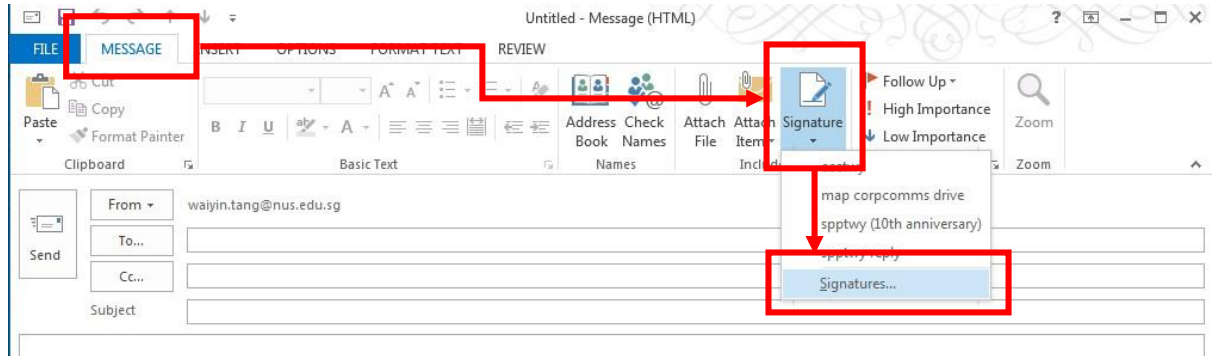


## Adding an email signature in outlook

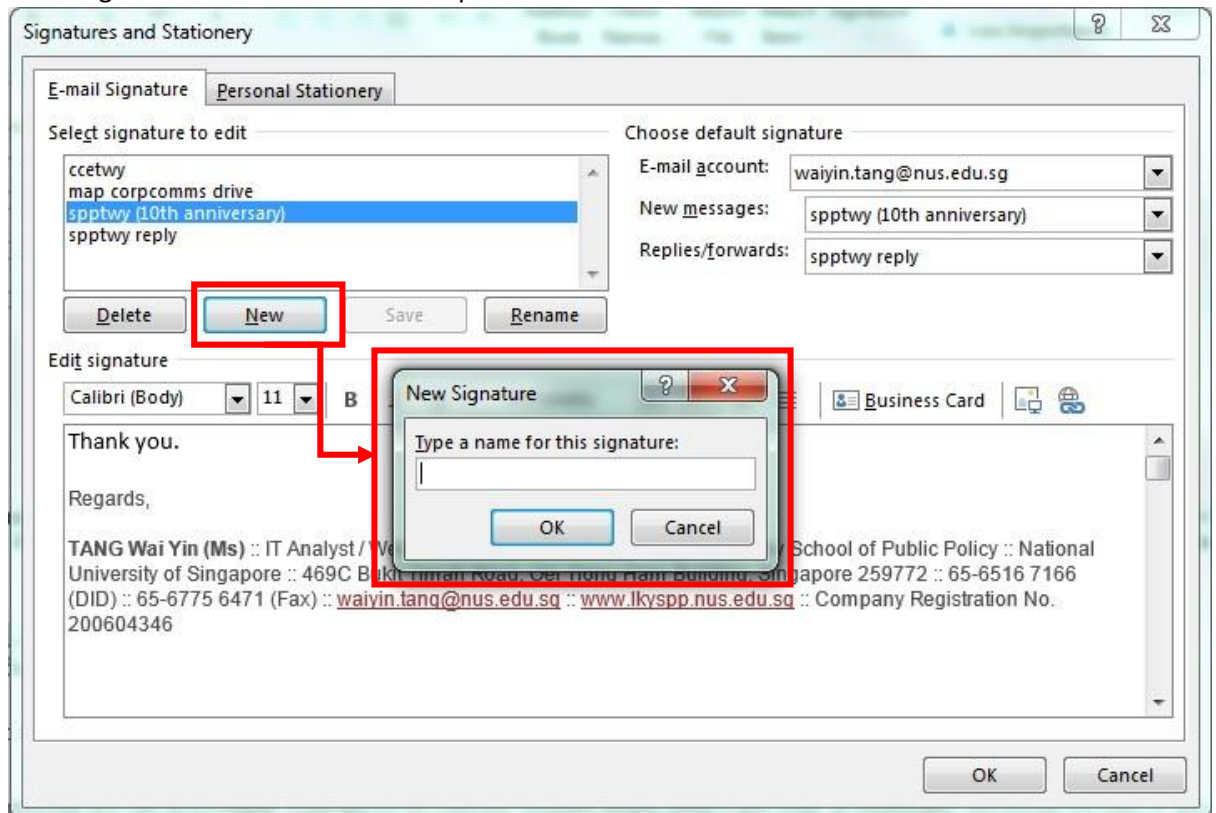
1. In the Home tab, click on “New Email” (Outlook 2013) or “New Message” (Outlook 2010).



2. In the “New Email” pop up window, click on the “Message” tab > Signature > Signatures...



3. Click on the “New” button in the signature pop-up box, and type in a name for this new email signature. Click “OK” when complete.



4. Copy and paste all the text and images in [this link](#) into the “edit signature” section. Remember to change the text as appropriate and click on the “Save” button when done.

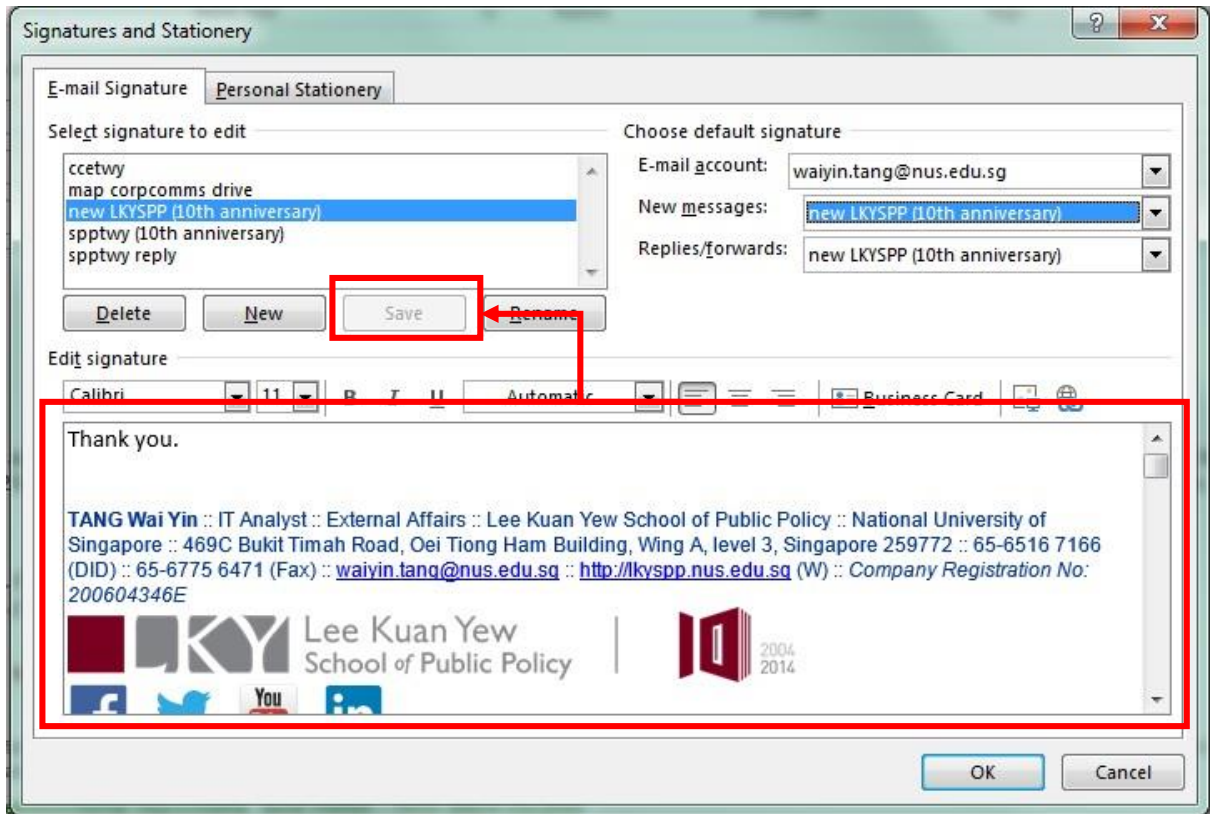
### Quick notes:

- Type in your name with SURNAME in CAPS.

## Adding an email signature in outlook

- School address is 469C Bukit Timah Road, [department location], Singapore 259772  
*Please change the address appropriately as needed to reflect the location of your department.*

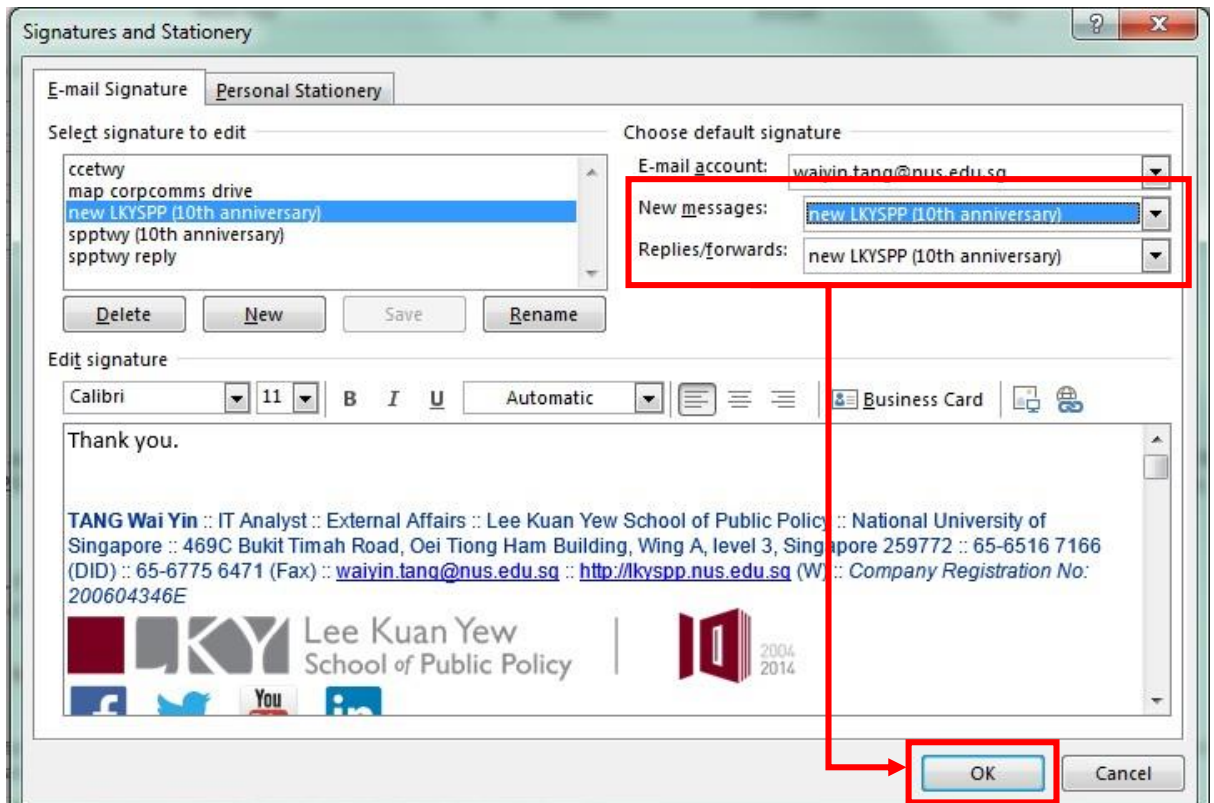
You may also wish to look through the [NUS email signature template guide](#) for academic / non-academic staff and in Chinese.



5. To reflect and always display the new email signature whenever you reply or compose a new email message, choose the name of the newly created email signature in the “New messages” and “replies/forwards” options in the “Choose default signature” section.

Click “OK” to complete.

## Adding an email signature in outlook



- END -