**Here’s a step-by-step guide on how to change your signature in Outlook on a Mac.**

**1.** Launch Outlook on your Mac by clicking on the Outlook icon in your dock or searching for it using Spotlight (Cmd + Space).

**2.** In Outlook, click on “**Outlook**” in the top menu bar. Select “**Preferences**” or “**Settings**” (depending on the version) from the dropdown menu.

**3.** In the Preferences window, find and click on “**Signatures**.” It’s usually under the “**Email**” section.



**4.** In the Signatures window, you’ll see a list of your existing signatures. Select the signature you want to change and press “**Edit**” or click the “**+**” **button** at the bottom to create a new one.



**5.** In the text box, edit your signature by filling in this signature below and copy/pasting it over in the box. DO NOT format the text, add links or include images other than the ones shown.

**FNAME LNAME**

*Title*

**HOOD COLLEGE**

401 Rosemont Ave., Frederick, MD 21701

Phone 301-696-xxxx

Email email@hood.edu





**6.** After editing your signature, set it as the default for new emails or replies by using the “**Default Signatures**” section at the bottom right of the Signatures window.



**7.** After making your changes, click “**Save**” (if applicable) and then close the Signatures window.

**8.** Create a new email to test if the signature appears as expected. Go to “**File**” **>** “**New**” **>** “**Email**”and check if your updated signature is automatically added.