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

A logo of a computer application

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

A screenshot of a computer

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

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**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.

A screenshot of a signature

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**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](mailto:email@hood.edu)

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Description automatically generated](https://www.hood.edu/)

[A blue and black logo

Description automatically generated](https://www.instagram.com/hood_college/)[A blue letter f on a black background

Description automatically generated](https://www.facebook.com/hoodcollege)[A blue play button with a black background

Description automatically generated](https://www.youtube.com/channel/UCe4MijHCzfgmb4MGxstlVpg)[A blue letter on a black background

Description automatically generated](https://www.linkedin.com/school/hood-college)

**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.

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**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.