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

**1.** Launch Outlook on your Windows computer by clicking the “**Outlook**” icon on your desktop, in your taskbar or by searching for it in the Start menu.

**2.** In the top left corner of the Outlook window, click on the “**File**” tab.

**3.** In the File menu, click on “**Options**” at the bottom of the left sidebar.

**4.** In the Outlook Options window, select “**Mail**” from the list on the left side.

**5.** In the Mail section, click on the “**Signatures…**” button located under the “**Compose messages**” section.

**6.** In the Signatures and Stationery window, select the signature you want to edit from the list under “**Select signature to edit**.” If you want to create a new one, click the “**New**” button.

**7.** Edit the signature in the text box under “**Edit signature**.” Copy/paste the below text after filling in the spaces into the text box. DO NOT use the formatting tools to customize text style, add links or include images other than the ones provided.

**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/)

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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)

**8.** Set the signature as the default for new emails or replies by using the dropdown menus under “**Choose default signature**.” You can select different signatures for “**New messages**” and “**Replies/forwards**.”

**9.** After editing your signature, click “**OK**” to save changes, then close the Signatures and Stationery window.

**10.** Test your signature by creating a new email: Go to “**Home**” **>** “**New Email**” and check if your updated signature appears automatically.