## Create a Signature in Email

- 1. Log in to the Office 365 Portal (portal.office.com) using the credentials of the account you want to forward mail FROM
  - a. If you want to forward from a student account to an employee account use: <u>StarID@Go.minnstate.edu</u>
  - b. If you want to forward from an employee account to a student account use: <u>StarID@minnstate.edu</u>
- Click the Mail icon to connect to your mailbox.
  \*\*If you log into email via the MyATCC, you bypass step 2
- 3. Click the Gear Icon in the upper right corner to get drop down list for Settings
- 4. Click "Mail" in the "Your app settings" at the bottom of the Settings dropdown
- 5. From the list of options on the left, expand (click the triangle next to the word) "Mail"
- 6. Expand "Layout"
- 7. Click on "Email signature"
- 8. Choose your settings and enter what you want for your signature.

## Office 365 Outlook

Reading pane

## Options Read receipts . Save × Discard Reply settings Email signature Retention policies Undo send Automatically include my signature on new messages I compose Block or allow Automatically include my signature on messages I forward or reply to Connected accounts Forwarding I U AA A A E E V в POP and IMAP John Doe Attachment options Security Clerk Attachment preference Clarkson, MN Storage accounts 123-456-7890 ✓ Layout address@domain.com Conversations Email signature Focused inbox Link preview Message format Message list Quick actions