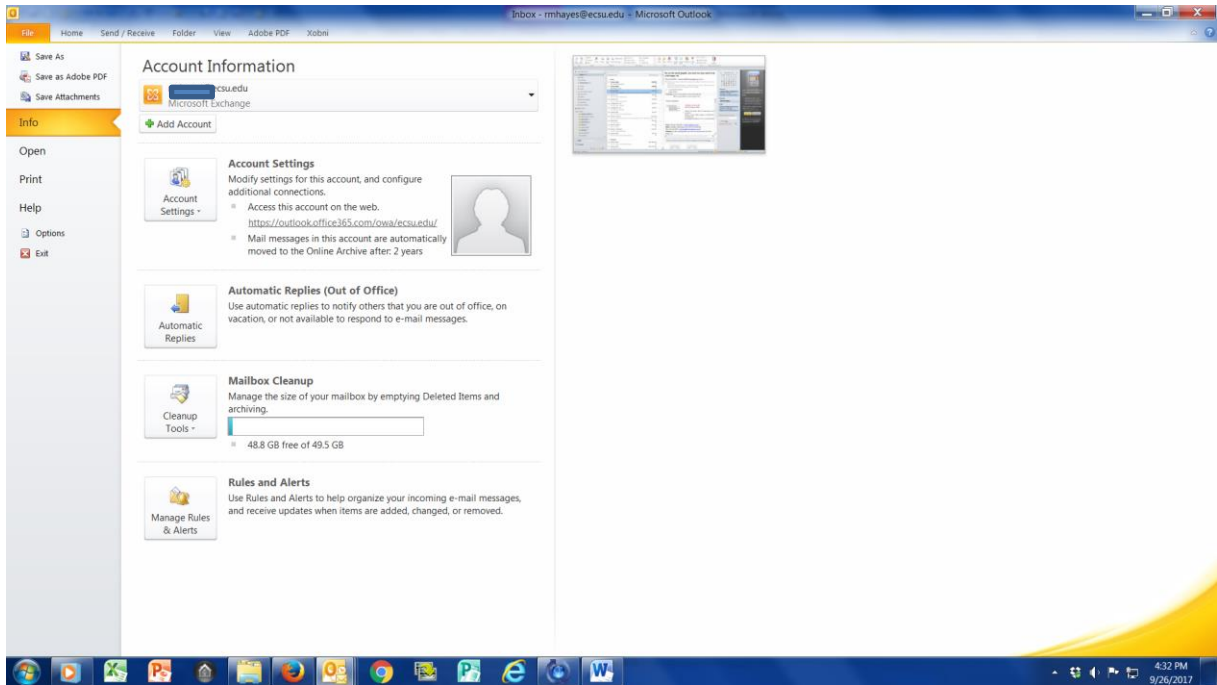


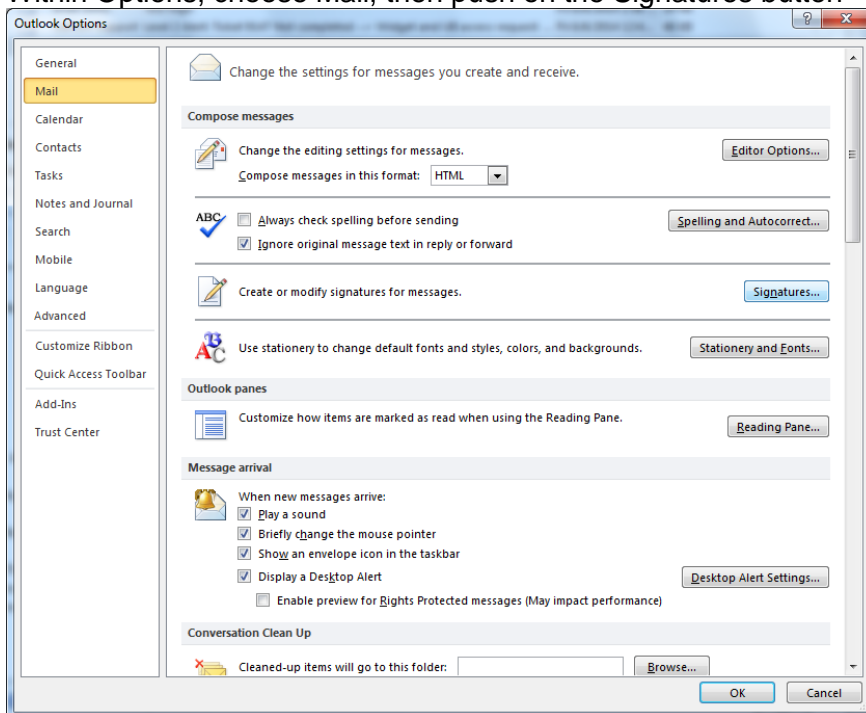
ECSU Email Signature Instructions

Email Signature in Outlook Office 365.

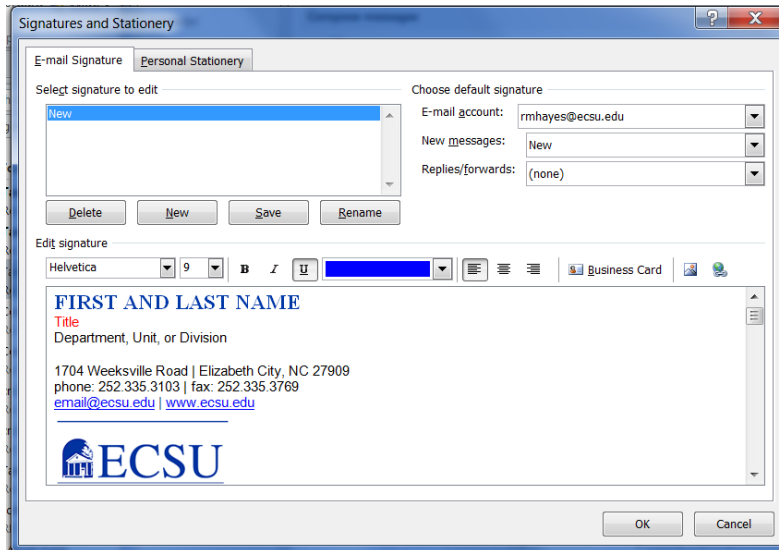
1. In order to create a signature in Outlook Office 365, go to File, then select Options



2. Within Options, choose Mail, then push on the Signatures button



3. Press on the New button to create a new signature.



Specs to follow:

Insert ECSU E-Sig approved logo after your information. Select the insert picture symbol from the toolbar. Do not distort, resize, or manipulate the logo. **(Download the email signature logo from the ECSU Logos and Marks [webpage](#).)**



First Name, Last Name

- **Font Type:** Baskerville
- **Font Style:** CAPS
- **Color:** ECSU Blue/PMS 286
- **Size:** 14pt

Title

- **Font Type:** Helvetica
- **Font Style:** Regular
- **Color:** Red
- **Size:** 9pt

Body Text

- **Font Type:** Helvetica
- **Font Style:** Regular
- **Color:** Black
- **Size:** 9pt

4. Press Save to save the signature. Make sure the signature is set to be used in New Messages and Replies/Forwards. Click OK to save the signature.

Your email signature is now set to be used in Outlook.

