

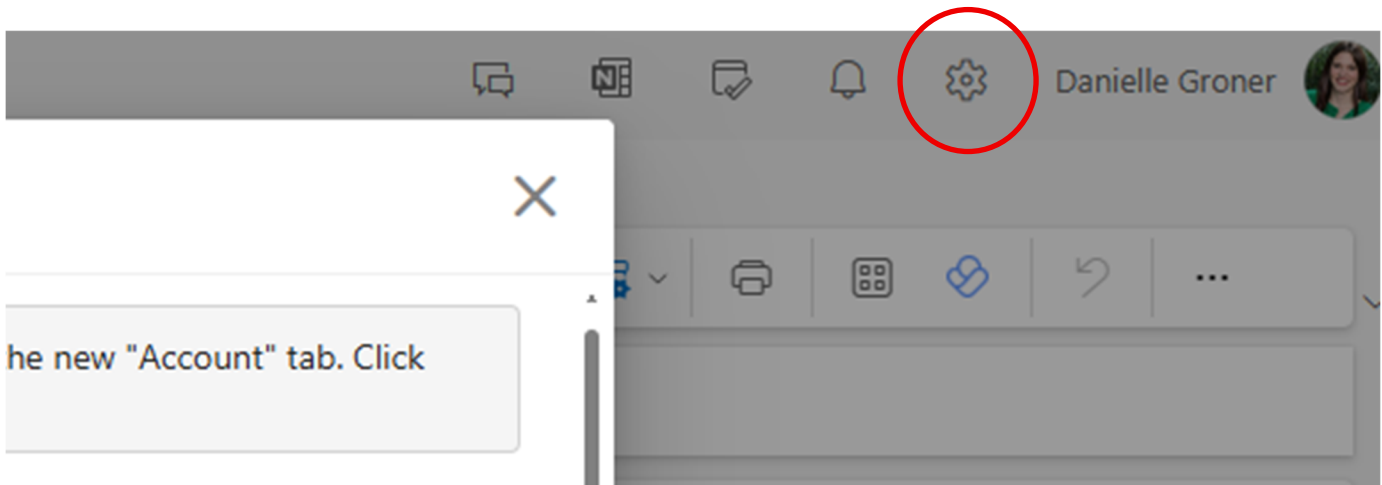
Editing Your Outlook Email Signature

Instructions for updating your email signature on **Outlook for Web (Web Browser-based)**

- 1) Download the Email Signature JPG via the [Law Communications resources website](#) or the email from Danielle Collins Groner. The signature image will look like the below image.



- 2) Save the image to a file where you will be able to find it, or locate it in your “Downloads folder”
- 3) In your Outlook for web browser, click the gear wheel on the top-right of your screen next to your name to open your settings



- 4) Click “Account” from the menu on the left
- 5) Click “Signatures”
- 6) Edit your current default signature that’s in the editable box

Settings

Search settings

Account

- Files
- General
- Mail
- Calendar
- People
- Copilot

Signatures

- Categories
- Mobile devices
- Storage

Signatures

Email signature


You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.































Create and edit signatures

[+ New signature](#)

Default signature ▼ Rename Delete

Danielle Collins Groner (she/her) | Assistant Dean for Communications and Marketing | Maurice A. Deane School of Law at Hofstra University
121 Hofstra University, Suite 029 | Hempstead, NY 11549 | (516) 463-4142 | Danielle.Groner@hofstra.edu

 **HOFSTRA UNIVERSITY**
MAURICE A. DEANE SCHOOL OF LAW

    **B** *I* U                          

☐ Include a link to my bookings page in my signature

Select default signatures

For New Messages: Default signature ▼

For Replies/Forwards: Default signature ▼

7) The updated Hofstra Law email signature should include the following:

Name (pronouns, if desired)

Title | Maurice A. Deane School of Law at Hofstra University
121 Hofstra University, Office Number | Hempstead, NY 11549
Phone | Email


New Logo File






















Font is black, and equivalent to Arial font. Your name is bolded.

8) Click the “insert pictures inline” button on the format text bar below the editable box (button all the way to the left); Locate where you saved the new email signature logo and click “open.”

Default signature ▼ Rename Delete

Danielle Collins Groner (she/her)
Assistant Dean for Communications and Marketing | Maurice A. Deane School of Law at Hofstra University
121 Hofstra University, Suite 029 | Hempstead, NY 11549
(516) 463-4142 | Danielle.Groner@hofstra.edu

 **HOFSTRA UNIVERSITY**
MAURICE A. DEANE SCHOOL OF LAW

    **B** *I* U                 

9) Press “Save”

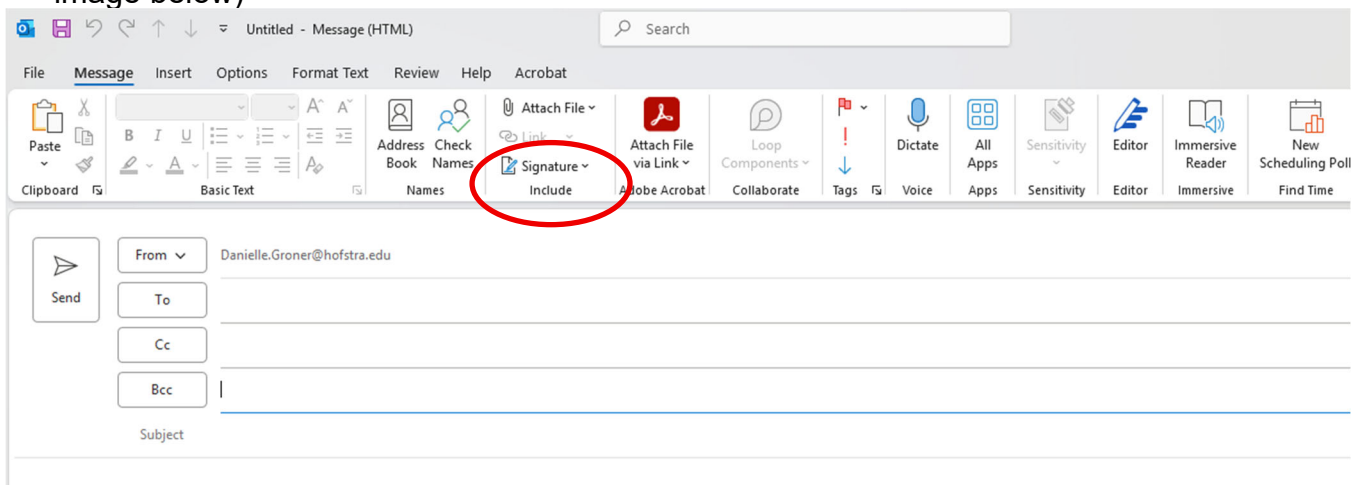
10) Exit your Outlook settings. New composed emails will have your updated signature.

Instructions for updating your email signature on **Outlook App on Desktops or Laptops (Not via a web browser)**

- 1) Download the Email Signature JPG via the via the [Law Communications resources website](#) or the email from Danielle Collins Groner. The signature image will look like the below image.



- 2) Save the image to a file where you will be able to find it, or locate it in your “Downloads folder”
- 3) In Outlook, click “New Email.”
- 4) In the upper navigation under “Message”, choose “Signature” and then “Signatures...” (see image below)



- 5) Edit your current default signature that's in the editable box. The updated Hofstra Law email signature should include the following:

Name (pronouns, if desired)

Title | Maurice A. Deane School of Law at Hofstra University
121 Hofstra University, Office Number | Hempstead, NY 11549
Phone | Email

New Logo File

Font is black, and equivalent to Arial font. Your name is bolded.

- 6) Click the “insert picture” button on the format text bar above the editable box (button is on the right); Locate where you saved the new email signature logo and click “insert.”

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: Danielle.Groner@hofstra.edu

Select signature to edit


Default signature

New
Delete
Rename

Edit signature

Aptos (Body) 11 B I U [Color Picker] [List Icon] [List Icon] [List Icon] Business Card [Image Icon] [Image Icon]

Danielle Collins Groner (she/her)
Assistant Dean for Communications and Marketing | Maurice A. Deane School of Law at
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Save [Get signature templates](#)

Choose default signature

New messages: Default signature

Replies/forwards: Default signature

OK Cancel

7) Click "OK" and you are done.