Name Name

Title
Chattanooga State Community College
name.name@chattanoogastate.edu
423.697.0000



INSTRUCTIONS:

IN THIS DOCUMENT

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IN OUTLOOK

- 1. Click File > Options > Mail > Signatures.
- 2. Click 'New' button
- 3. Click in the blank window and select Edit > Paste (or type CTR + V).
- 4. Personalize name, title, email and phone number.
- 5. Highlight email text, right-click on the selected text and select 'Edit Hyperlink'
- 6. Type your email in the 'Email Address' field. Click OK
- 7. Name your new signature and click Save.
- 8. Choose your new signature as default for new and reply emails, then click OK.

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