Columbia International University
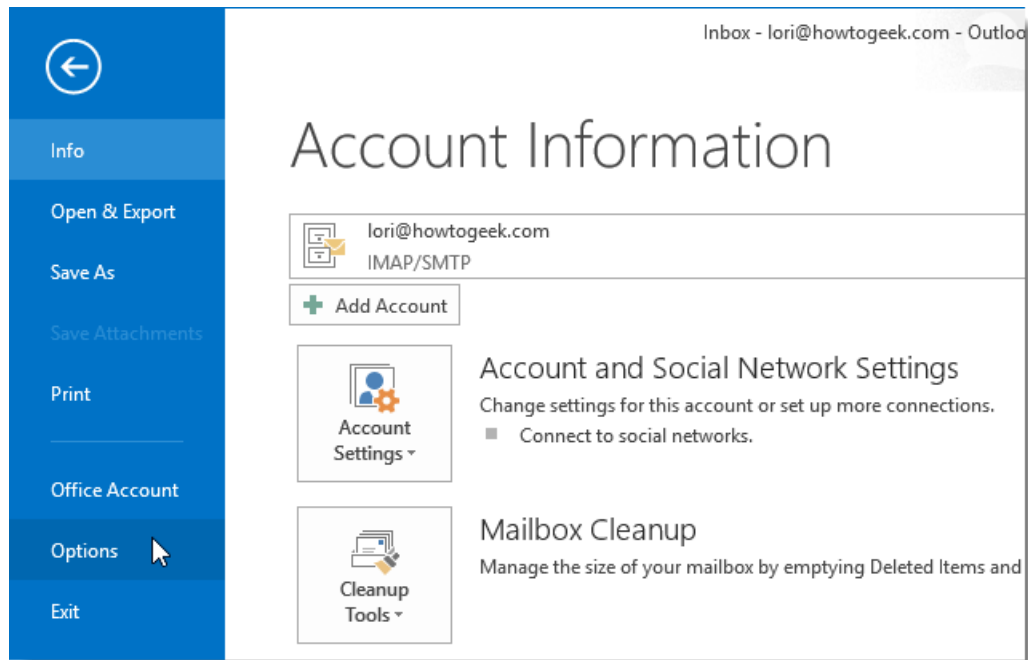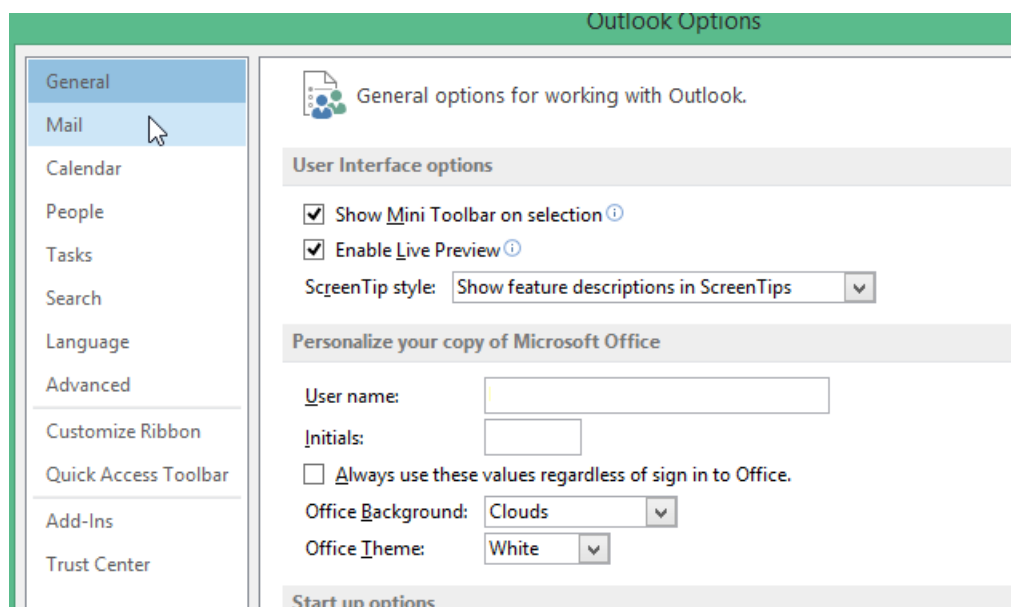
IT Services guide to Exporting Email Signature in Office 2013   (Revised: May 9, 2016)
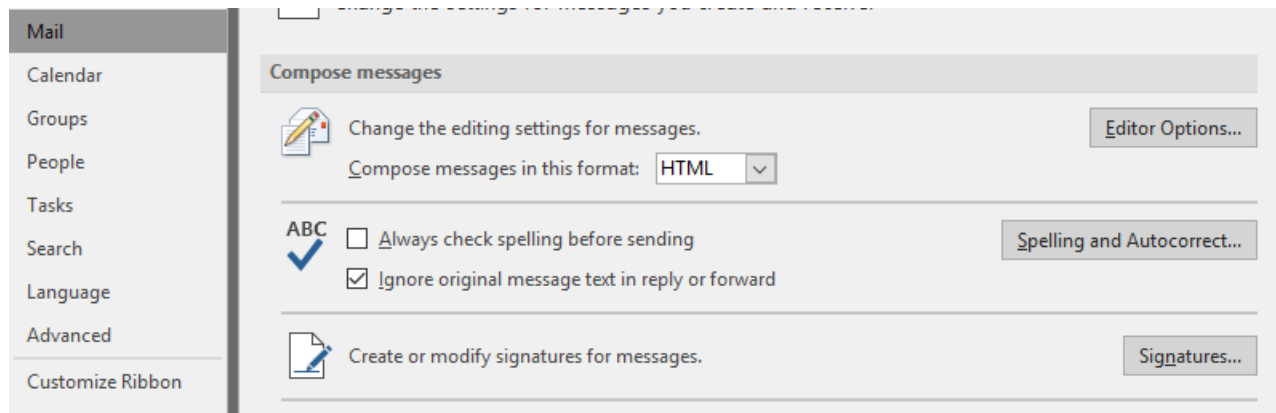
Export Email Signature

There is an easy way to open this location from within Outlook. Click the File tab.

On the Account Information screen, click Options in the list of menu items on the left.

Click Mail in the list of menu items on the left side of the Outlook Options dialog box..

Click the "Signatures" button to open your signatures – from here you can copy your signature and paste it into MS Word. You will then be able to apply this back to your account once your mail is migrated.