## **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.

	Outlook Options			
General Mail	General options for working with Outlook.			
Calendar	User Interface options			
People	✓ Show <u>M</u> ini Toolbar on selection <sup>(1)</sup>			
Tasks	Enable Live Preview			
Search	ScreenTip style: Show feature descriptions in ScreenTips			
Language	Personalize your copy of Microsoft Office			
Advanced	User name:			
Customize Ribbon	Initials:			
Quick Access Toolbar	Always use these values regardless of sign in to Office.			
Add-Ins	Office Background: Clouds			
Trust Center	Office Iheme:			
	Start up options			

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

Mail		
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	<u>C</u> ompose messages in this format: HTML	
Tasks		
Search	ABC Always check spelling before sending	Spelling and Autocorrect
Language	Ignore original message text in reply or forward	
Advanced		Signatures
Customize Ribbon	Create or modify signatures for messages.	Si <u>gn</u> atures

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.

Signatures and Stationery			? ×
E-mail Signature Personal Stationery			
Sele <u>c</u> t signature to edit	Choose default sigr	nature	
eGroup	E-mail <u>a</u> ccount:	jesus.shelby@egroup-us.com	$\sim$
	New <u>m</u> essages:	eGroup	$\sim$
	Replies/ <u>f</u> orwards:	eGroup	$\sim$
Delete New Save Rename			
Edi <u>t</u> signature			
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leave Shelby In			^
Jesus Shelby Jr. Solutions Architect   eGroup, Inc.			
(m) 843.364.3123   jesus.shelby@egroup-us.com			
eGroup Blog @eGroup Inc.			
eMergency with your Technology? Contact eGroup eSer	vices!		
Call 1.877.347.3871 Email: techops@egroup-us.com W	eb: <u>www.egroup-us</u> .	<u>co</u>	
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