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 Mini Toolbar on selection ^①			
Tasks	Enable Live Preview ①			
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 <u>T</u> heme: White v			
	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		Simulture
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 sign	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					
Calibri (Body) 🗸 11 🗸 B I U	I I I I I I I I I I	📓 🔠 Business Card 🛛 📑 🤮	5		
lane Shallou la			^		
Solutions Architect eGroup, Inc.					
(m) 843.364.3123 jesus.shelby@egroup-us.com					
eGroup Blog @eGroup Inc.					
eMergency with your Technology? Contact eGroup eServices!					
Call 1.877.347.3871 Email: <u>techops@egroup-us.com</u> W	eb: <u>www.egroup-us</u> .	<u>co</u>			
			· · ·		
		ОК	Cancel		