**Replies / Forwards Signature**

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## Instructions for Changing Your Signature in Outlook for Office 365

1. Click the New E-Mail button in the Home ribbon to open up a new email window.
2. Under the Insert ribbon, click the Signature button and select “Signatures…”
3. Under “Select signature to edit” box, click the New button. Type in a name for the signature (i.e. “ACS Reply default”) then click OK.
4. Copy and paste the Reply/Forward signature template above into the “Edit signature” textbox.
*Be sure to paste as "Keep Source Formatting" to preserve the images and formatting.*
5. Edit the information as necessary.
6. Under “Choose default signature,” choose your new signature for Replies/forwards.
7. Click OK to complete set-up of your new signature.