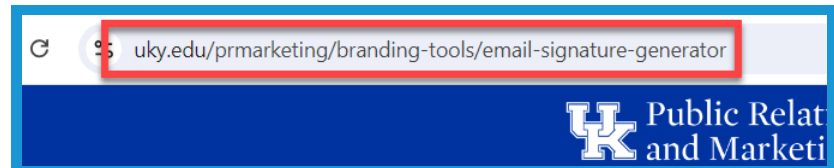
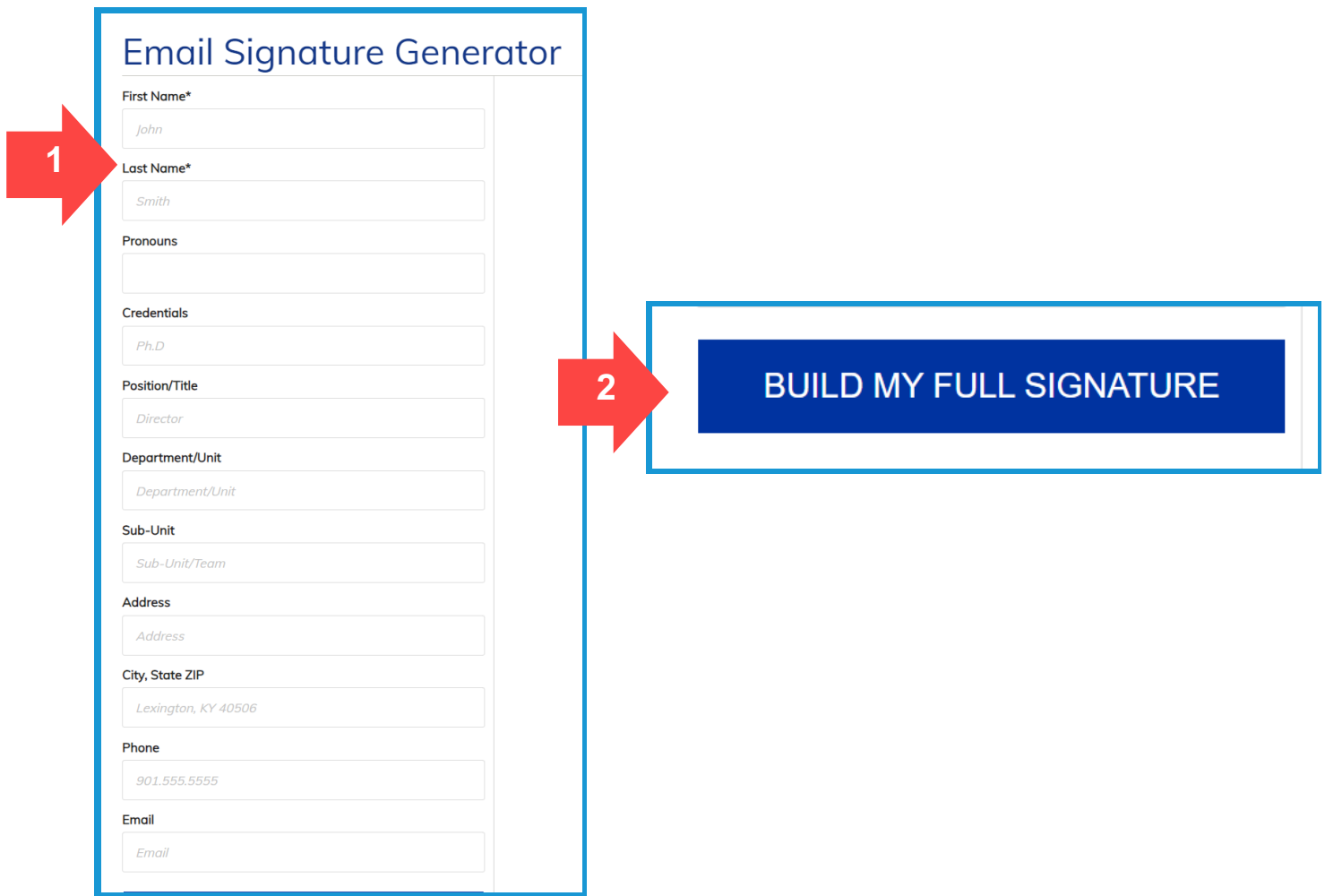


1. Navigate to the University of Kentucky Email Signature Generator (**Click here to access**).



2. Enter the needed information in the generator's fields (1). Once completed, click the **Build My Full Signature button (2)** at the bottom of the screen.



**Email Signature Generator**

First Name\*

Last Name\*

Pronouns

Credentials

Position/Title

Department/Unit

Sub-Unit

Address

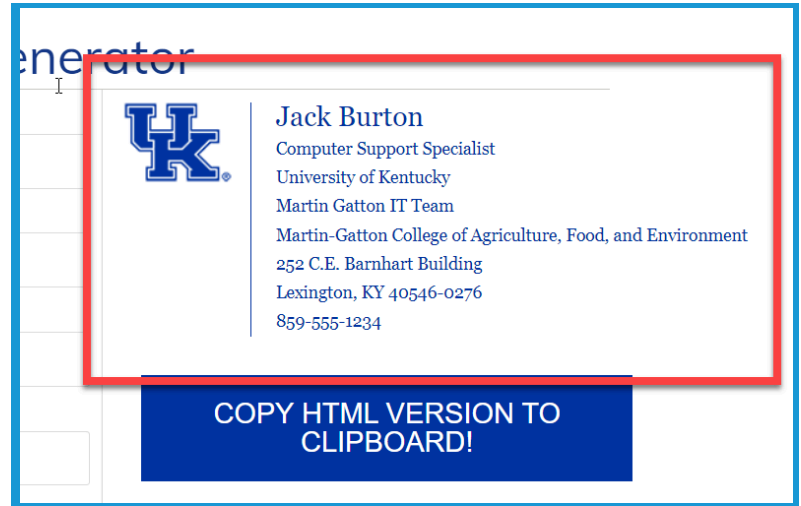
City, State ZIP

Phone

Email

**BUILD MY FULL SIGNATURE**

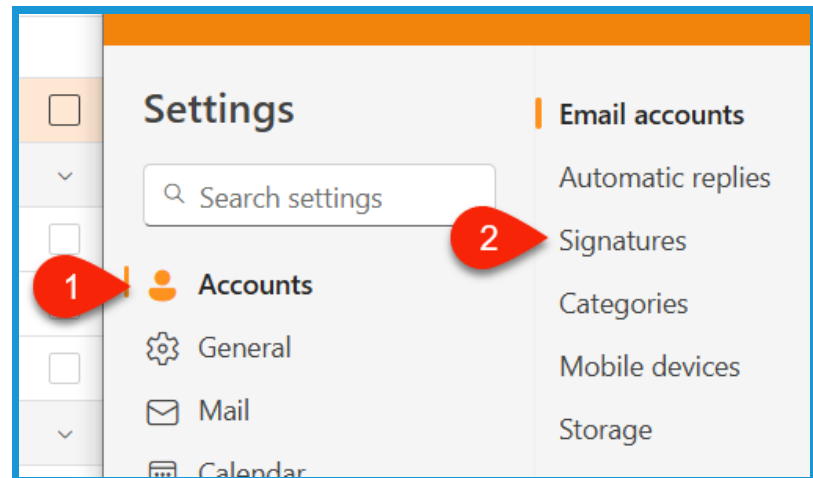
3. Your signature will appear in the upper right corner of the screen **(1)**. Left click on your mouse, drag across the signature, and copy the signature.



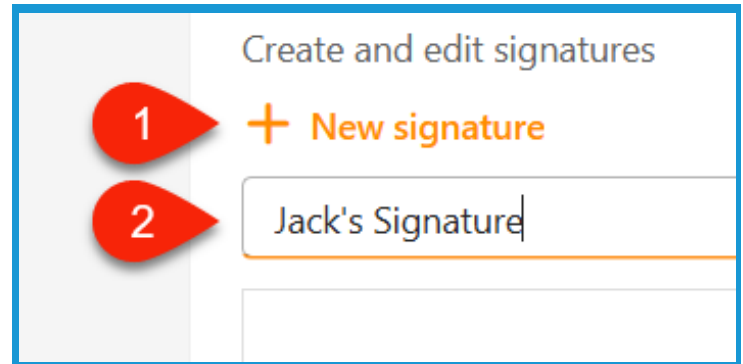
4. Open Outlook, and click the **Settings button (gear icon)** in the upper right corner of the screen.



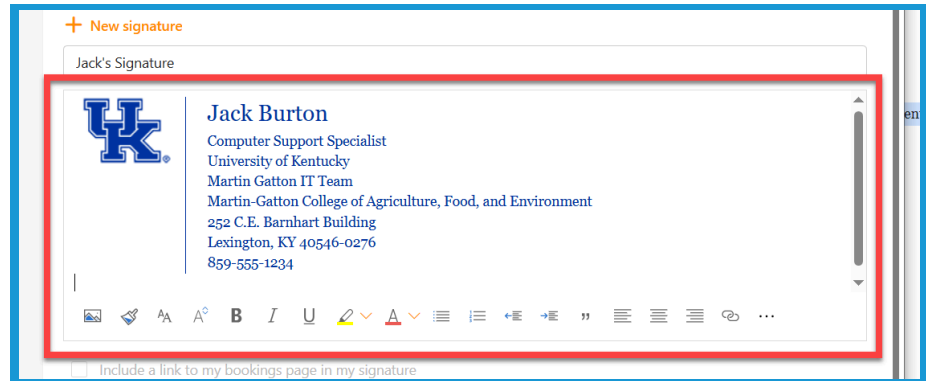
5. In Settings, make sure **Accounts (1)** is selected. Then click **Signatures (2)**.



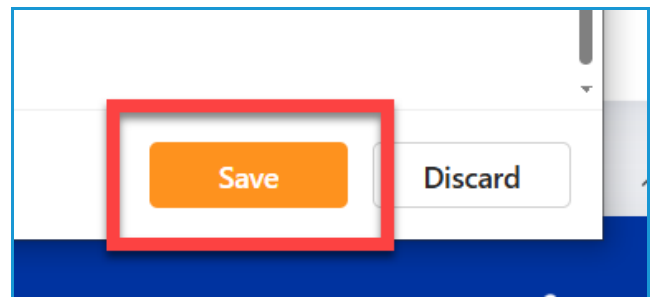
6. If you have an existing signature click **New signature (1)**. If one does not exist, give your signature a name in the **field provided (2)**.



7. Paste the signature that you copied from the generator into the **text body** by right clicking and selecting Paste, or hitting Ctrl + V on your keyboard.



8. Click **Save** in the lower right corner.



9. Click the **X** in the upper right corner of the Settings window.

