**Plain Email Signature and Instructions**[**https://www.utsa.edu/marcomstudio/resources/toolkits-templates/email-signatures/**](https://www.utsa.edu/marcomstudio/resources/toolkits-templates/email-signatures/)

To save your email signature, either copy from the link above or follow the instructions below:

1. In Microsoft Outlook, select the button to create a “New Email”
2. Click on the “Signature” Button, then select “Signatures” from the drop down menu



1. Select “New” and enter a name for your new signature.
2. Copy (Ctrl-C) the signature and format below
3. Paste (Ctrl-V) the signature template, then customize your personal information
4. Select OK to save your signature

**--
FirstName LastName**
Title

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