



## Email Signature Template

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# Adding an email signature to Microsoft Outlook 365

Update your information, social media accounts, and a graphic if you so choose, in this document before copying over to Outlook. Use the template options for your campus. When you are finished setting up your signature file, you may save this setup file or discard it.  
\*\*Choose the Duplicate option to edit the file.

## How to update the email address field

Select your email address and right click. Choose Hyperlink. The dialog box will recognize you are creating an email link. Type your address into the Email Address field and click OK.

## How to update a social media link

Right click on the icon you need to update. Select Hyperlink and type in the correct URL (or paste from the account). Click OK.

## How to obtain your head shot file for Option 2.

- Contact the Communications Office at [publicrelations@bartonccc.edu](mailto:publicrelations@bartonccc.edu).

## How to replace Bart's headshot with your headshot in Option 2.

1. Right-click on Bart's photo. Choose Change Picture/From a file. Navigate to the folder where you saved your headshot. To change the position of your headshot inside the circle, right-click and choose Format Picture. In the Format Picture menu to the right, choose the Image icon. Under the crop section, adjust the Offset X and Y axis.
2. Update the ALT text for your photo. Right-click on the image and choose View ALT text. Click Generate AI text for me. Review the description and make any necessary corrections. Click the slider that says "approve ALT text," which automatically removes the statement that AI-generated content may not be correct. Close the dialog box.

## Copying your completed signature file into Outlook

**NOTE: Option 1, 2 and 3** are built with a table to constrain the elements. You will need to copy and paste the table into the New Signature dialog box in Outlook. Move your mouse to the left of the table until you see the four-headed arrow as shown below. Click on the arrow. Then right-click and choose copy.



In Outlook, go to the Outlook menu and choose Settings. Choose the Signatures icon. Click the "+" icon under the Signature Name column. Type a name for this signature. In the field below, right-click and choose Paste. Your content will appear in the dialog box. You may need to resize any images if they come in too small or too large. Click Save and close the dialog box. That will bring you back to the Edit Signature dialog box. Choose your default signature settings for your signature(s). Close the dialog box.

## Option 4

Select all the text and the graphic if using Option 4. Right-click and select Copy. In Outlook, go to the Outlook menu and choose Settings. Choose the Signatures icon. Click the "+" icon under the Signature Name column. Type a name for this signature. In the field below, right-click and choose Paste. Your content should appear as displayed in Word. Click Save and close the dialog box. That will bring you back to the Edit Signature dialog box. Choose your default signature settings for your signature(s). Close the dialog box.

## Notes:

- After you paste your signature option into the Edit/Signature dialog box, you may need to resize the graphics.
- Web URLs and email links are only active links from the sent email.
- You may delete the social media logos.
- You may include Barton-associated links under the phone number.

# Barton County campus template options

## OPTION 1

### BART COUGAR

Title | Department

---

Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

## OPTION 2



### BART COUGAR

Title | Department

Barton Community College

245 NE 30 RD | Great Bend, KS 67530

(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



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## OPTION 3

### BART COUGAR

Title | Department

Barton Community College

245 NE 30 RD | Great Bend, KS 67530

(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OPTION 4

- Logo graphic optional. If you wish to use your department logo as shown below in the second setup, go to your logo folder in T:\Brand. Use the PNG file format for best results.
- Logos allowed: Barton wordmark, cougar head, mascot logo, department logo. Athletics may also use their team emblem logo.

### BART COUGAR

Title | Department  
Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



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245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



# Fort Riley campus template options

## OPTION 1

### BART COUGAR

Title | Department

---

Barton Community College  
211 Custer Ave. • PO Box 2463 | Fort Riley, KS 66442  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



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## OPTION 2: (shown with additional links)



### BART COUGAR

Title | Department

Barton Community College  
211 Custer Ave. • PO Box 2463 | Fort Riley, KS 66442  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

## OPTION 3

### BART COUGAR

Title | Department

Barton Community College  
211 Custer Ave. • PO Box 2463  
Fort Riley, KS 66442  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OPTION 4

- Logo graphic optional. If you wish to use your department logo as shown below in the second setup, go to your logo folder in T:\Brand. Use the PNG file format for best results.
- Logos allowed: Barton wordmark, cougar head, mascot logo, department logo. Athletics may also use their team emblem logo.

### BART COUGAR

Title | Department  
Barton Community College  
211 Custer Ave. • PO Box 2463  
Fort Riley, KS 66442  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
211 Custer Ave. • PO Box 2463  
Fort Riley, KS 66442  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
211 Custer Ave. • PO Box 2463  
Fort Riley, KS 66442  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
211 Custer Ave. • PO Box 2463  
Fort Riley, KS 66442  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



# Fort Leavenworth campus template options

## OPTION 1

### BART COUGAR

Title | Department

---

Barton Community College  
Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.  
Fort Leavenworth, KS 66027  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



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## OPTION 2: (shown with additional links)



### BART COUGAR

Title | Department  
Barton Community College  
Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.  
Fort Leavenworth, KS 66027  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



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## OPTION 3

### BART COUGAR

Title | Department  
Barton Community College  
Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.  
Fort Leavenworth, KS 66027  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OPTION 4

- Logo graphic optional. If you wish to use your department logo as shown below in the second setup, go to your logo folder in T:\Brand. Use the PNG file format for best results.
- Logos allowed: Barton wordmark, cougar head, mascot logo, department logo. Athletics may also use their team emblem logo.

### BART COUGAR

Title | Department

Barton Community College

Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.

Fort Leavenworth, KS 66027

(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)

**BARTON**  
COMMUNITY COLLEGE

### BART COUGAR

Title | Department

Barton Community College

Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.

Fort Leavenworth, KS 66027

(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)

**BARTON**  
COMMUNICATIONS

### BART COUGAR

Title | Department

Barton Community College

Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.

Fort Leavenworth, KS 66027

(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department

Barton Community College

Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.

Fort Leavenworth, KS 66027

(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)

**BARTON**  
*Cougars* 

# Grandview Plaza campus template options

## OPTION 1

### BART COUGAR

Title | Department

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Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



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## OPTION 2: (shown with additional links)



### BART COUGAR

Title | Department

Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



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## OPTION 3

### BART COUGAR

Title | Department

Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OPTION 4

- Logo graphic optional. If you wish to use your department logo as shown below in the second setup, go to your logo folder in T:\Brand. Use the PNG file format for best results.
- Logos allowed: Barton wordmark, cougar head, mascot logo, department logo. Athletics may also use their team emblem logo.

### BART COUGAR

Title | Department  
Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



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Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

Title | Department  
Barton Community College  
100 Continental Dr. | Grandview Plaza, KS 66441  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



# Military/MOST template options

## OPTION 1

### BART COUGAR

Title | Department

---

Barton Community College  
8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



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## OPTION 2: (shown with additional links)



### BART COUGAR

Title | Department

Barton Community College  
8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



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## OPTION 3

### BART COUGAR

Title | Department

Barton Community College  
8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OPTION 4

- Logo graphic optional
- Logos allowed: Barton wordmark, cougar head, mascot logo, department logo. Athletics may also use their team emblem logo.

### BART COUGAR

Title | Department  
Barton Community College  
8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



### BART COUGAR

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Barton Community College  
8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



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8388 Armistead St. | Fort Riley, KS 66552  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## Options for including links to Barton services, web pages, office hours, and required legal disclaimers

Other campuses may use this option by updating their content.

### LAURA STUTZMAN

Business Manager | Business Office  
Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)

#### [Pay the College Info](#)

7:30 a.m. – 5 p.m. CST, Monday – Thursday

7:30 a.m. – 4 p.m. CST, Friday

The Barton County campus offices will be closed Friday, December 19<sup>th</sup> through Friday, January 2<sup>nd</sup> for Christmas Break. Our offices will be open on Monday, January 5<sup>th</sup>.

*Regardless of any age all students are protected by FERPA (Family Educational Rights and Privacy Act). This means that we cannot discuss educational records (grades, attendance, discipline, and financial records) with a parent, spouse, or third party unless Proxy Access has been submitted by the student to the Enrollment Services Office.*

## Options for Foundation Office, Alumni and Friends, OSHA, and Shafer Gallery

Links to Barton services, web pages, office hours, and required legal disclaimers may be included as styled on page 4.

### Foundation

#### BART COUGAR

Title | Department

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Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(620) 786-7402 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccfoundation.org](http://bartonccfoundation.org)



We inspire, connect, and support donors and friends of Barton Community College, strengthening the bond between the community and student success.

#### BART COUGAR

Title | Department

Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccfoundation.org](http://bartonccfoundation.org)

*BARTON COMMUNITY COLLEGE*  
**FOUNDATION**

### Alumni & Friends Association

#### BART COUGAR

Title | Department

---

Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(620) 786-7402 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)



Building a dynamic, engaging community dedicated to the prospering of alumni, students, and friends of Barton Community College.

#### BART COUGAR

Title | Department

Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [bartonccc.edu](http://bartonccc.edu)



## OSHA Training Institute

### LAURA PRATT

Program Director | OSHA Training Institute Education Center | OSH Programs  
Barton Community College | [bartonsafety.org](http://bartonsafety.org)  
(785) 238-8550 Ext. 735



## Shafer Gallery

### BART COUGAR

Title | Department

---

Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [cougarb@bartonccc.edu](mailto:cougarb@bartonccc.edu) | [shafer.bartonccc.edu](http://shafer.bartonccc.edu)



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### BART COUGAR

Title | Department

Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(123) 456-7890 | [shafer.bartonccc.edu](http://shafer.bartonccc.edu)




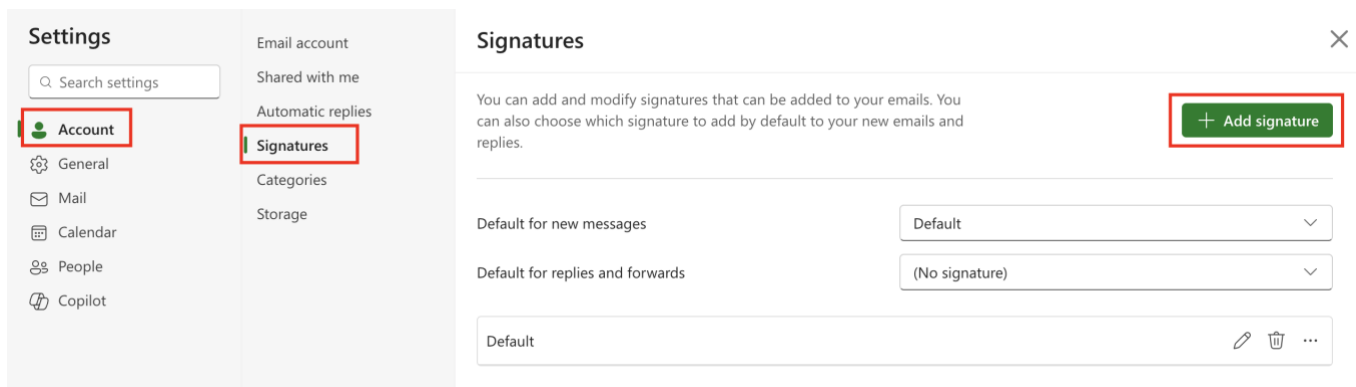
## Creating signatures for mobile devices

Note: Results are inconsistent when including images in your mobile signature. It is recommended not to include them.

1. Once your signature is set up in Outlook, send an email to yourself **from your desktop application**.
2. Open that email from Outlook on your mobile device.
3. Copy the email signature.
4. Tap your profile photo (or initials) in the upper left corner.
5. Tap the cog icon to access your settings.
6. Tap Signature
7. Remove any text in this field.
8. Tap to access the contextual menu and click Paste.
9. If everything appears ok, tap the check mark in the upper right corner.
10. Tap < to return to the menu.
11. Tap X to close the Settings menu.
12. Tap the compose button to view your signature. Delete the draft if everything is ok.

## Creating signatures for your web-based email account.

1. Once your signature is set up in Outlook, send an email to yourself **from your desktop application**. You may use the email you just sent for your mobile signature.
2. Log into your Microsoft 365 account. <https://www.microsoft.com/en-us/microsoft-365/outlook/log-in>
3. Open Outlook.
4. Open the message containing the signature you would like to use.
5. Copy the signature.
6. Click the cog icon in the upper right corner to the left of your profile photo.  

7. Select the options in red in the screenshot below to navigate to the signature field.



8. Click Add signature.
9. Paste your signature into the field.
10. Name your signature.

11. Set your defaults for how you want this signature used for your messages.

**Edit signature** WagnerC@bartonccc.edu

**Format text** Insert

FluentSystem... 15 B I U aA

New Messages

Thank you!  
Connie

**CONNIE WAGNER**  
Graphic Designer | Communications Office

---

Barton Community College | 245 NE 30 RD, Great Bend, KS 67530  
(620) 786-7402 | [wagnerc@bartonccc.edu](mailto:wagnerc@bartonccc.edu) | [bartonccc.edu](http://bartonccc.edu)

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Include a link to my bookings page in my signature

Set default for new messages  Set default for replies and forwards

**Save** Cancel

12. Click Save.

13. If you would like to set up a different signature for replies and forwards, repeat this process.

14. Example for Replies and forwards:

**Edit signature** WagnerC@bartonccc.edu

**Format text** Insert

Arial 10 B I U aA

Replies and forwards

Thank you!  
Connie

**CONNIE WAGNER**  
Graphic Designer | Communications Office  
Barton Community College  
245 NE 30 RD, Great Bend, KS 67530  
(620) 786-7402 | [bartonccc.edu](http://bartonccc.edu)

Include a link to my bookings page in my signature

Set default for new messages  Set default for replies and forwards

**Save** Cancel

## Creating a signature for Canvas

Note: Office hours may be included under the phone number and url.

# Inbox



### Inbox Settings Icon

In the Inbox, click the **Settings** button.

A screenshot of the 'Inbox Settings' dialog box. The title bar says 'Inbox Settings' with a close button (X) in the top right. The main content area has a 'Signature' section with the text 'Signature will be added at the end of all messaging.' Below this are two radio buttons: 'Signature Off' (unselected) and 'Signature On' (selected). Underneath is a 'Signature \*' field containing the text: 'BARTON COUGAR', 'Title | Department', 'Barton Community College', '245 NE 30 RD, Great Bend, KS 67530', and '(620) 796-4895 | bartonccc.edu'. At the bottom right are 'Cancel' and 'Save' buttons.

To create a signature, select the **Signature On** radio button and enter the desired signature in the Signature field. Then, click the **Save** button.

## Troubleshooting

1. If the graphics appear too small after pasting in the Signatures dialog box, you may enlarge the graphics to visually match the option in your template.
2. If the hyperlinks appear in a different color than a blue underline, delete the text and retype that content. Locate the website link in your browser. Copy the website address. Return to the dialog box in Outlook. Highlight the text for the hyperlink and click the triple dots in the toolbar. Click the chain tool and paste the link into the URL field. Click OK.
3. You may need to double-check that the font remains in Arial after you paste your content into the Signature dialog box.
4. If blank line returns collapse (no space between content sections), add a soft return (Shift+Return).