



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.

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 | 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 | 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



OPTION 4

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

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Barton Community College
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Options for including links to Barton services, web pages, as well as 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

[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 19th through Friday, January 2nd for Christmas Break. Our offices will be open on Monday, January 5th.

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.

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 | 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 | bartonccc.edu

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OPTION 3

BART COUGAR

Title | Department

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



OPTION 4

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Fort Riley, KS 66442
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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 | 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 | bartonccc.edu

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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



OPTION 4

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



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Army Ed Bldg. 62, Rm 8 • 120 Dickman Ave.
Fort Leavenworth, KS 66027
(123) 456-7890 | bartonccc.edu



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Fort Leavenworth, KS 66027
(123) 456-7890 | bartonccc.edu



Grandview Plaza campus template options

BART COUGAR

Title | Department

Barton Community College
100 Continental Dr. | Grandview Plaza, KS 66441
(123) 456-7890 | cougarb@bartonccc.edu | 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 | bartonccc.edu

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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



OPTION 4

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Options for Foundation Office, Alumni and Friends, and Shafer Gallery.

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

Foundation

BART COUGAR

Title | Department

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

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 | 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



Shafer Gallery

BART COUGAR

Title | Department

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



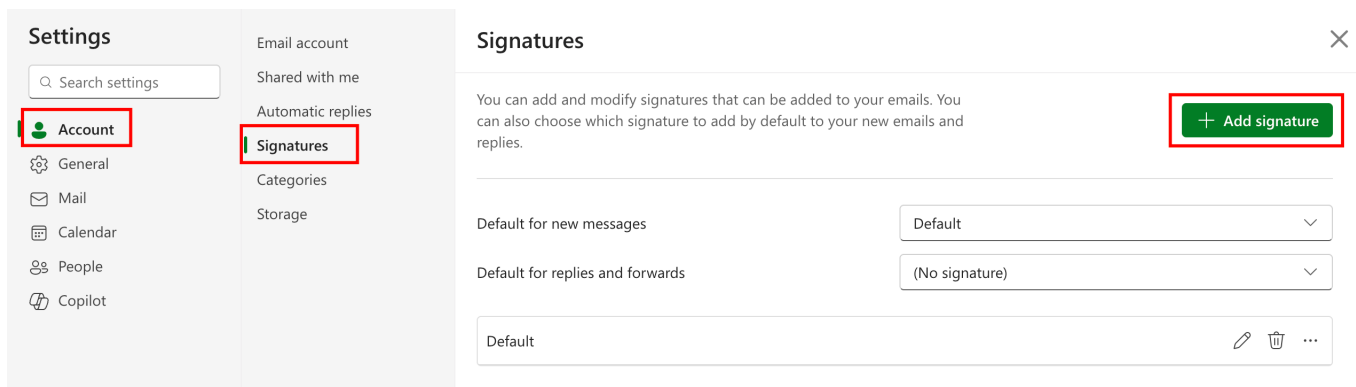
Creating signatures for mobile devices

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 | 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

Include a link to my bookings page in my signature

Set default for new messages Set default for replies and forwards

Save Cancel