



Setting a Signature in Microsoft Outlook

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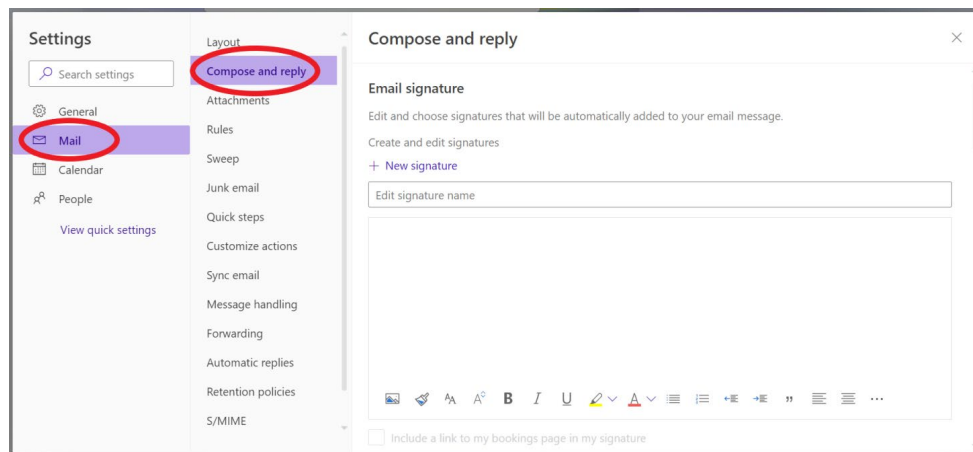
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Overview

Microsoft Outlook is the email platform used by the District. In order to adhere to the Brand Guide for the Sioux City Community School District, you will need to set a signature in your account settings. The entire Brand Guide can be found on the district website under Departments: Communications & Community Engagement.

Quick Start

Log in to your Microsoft 365 account and set your signature in Settings.



Name | Position Title

Sioux City Community School District

Department Name or School Name

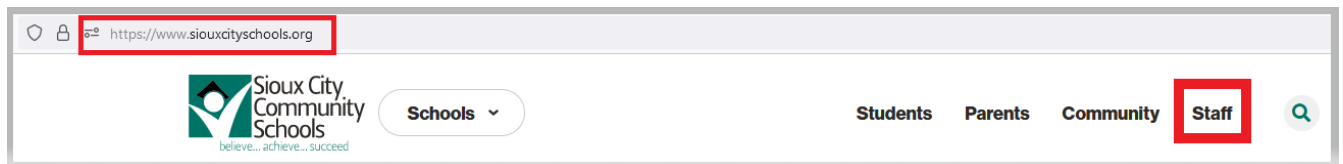
Ph: (712) XXX-XXXX | Cell: (712) XXX-XXXX

www.siouxcityschools.org

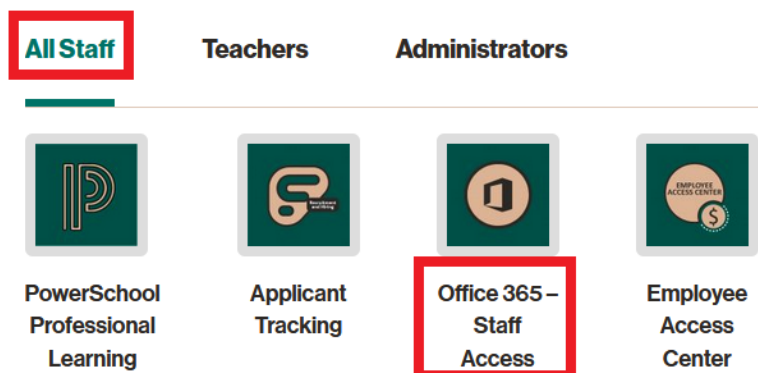
CONFIDENTIALITY NOTICE: This e-mail message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please do not distribute it. Please notify the sender by e-mail at the address shown and delete or destroy the original message and any attachments.

Creating your signature in Outlook

Creating a signature in Outlook is required by the district and it must be in a certain format. The format is shown in the Brand Guide on the district website. To create your signature, first navigate to your Microsoft 365 account in a browser (Google Chrome, Firefox, Microsoft Edge, Safari).



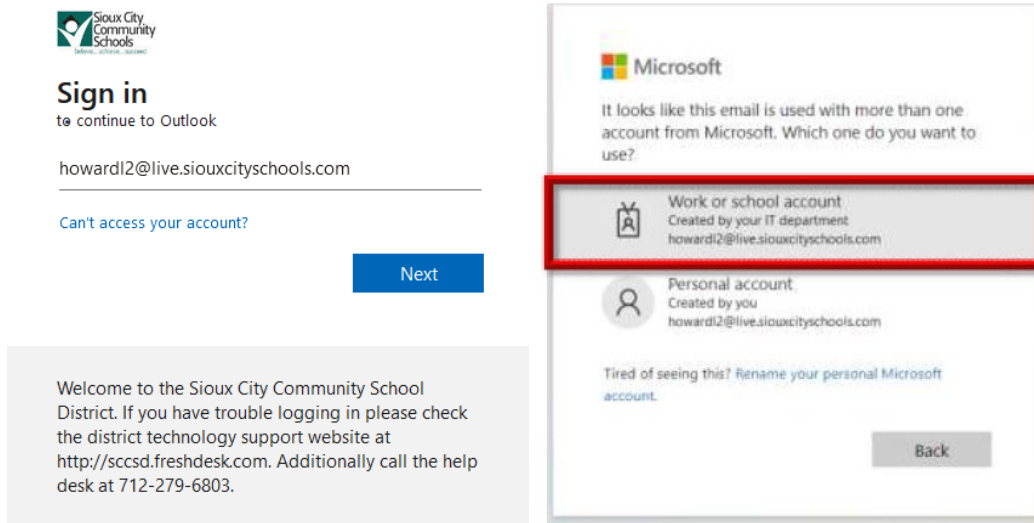
Additional Tools for Success




Click on Sign In.



Enter your district email address and password. If prompted, choose Work or school account. Complete your multifactor verification.





← howardl2@live.siouxcityschools.com


Enter password


.....|


[Forgot my password](#)


Sign in

Verify your identity

 Approve a request on my Microsoft Authenticator app

 Use a verification code from my mobile app

 Text +XX XXXXXXXXXX19

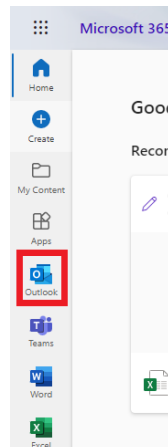
 Call +XX XXXXXXXXXX19

[More information](#)

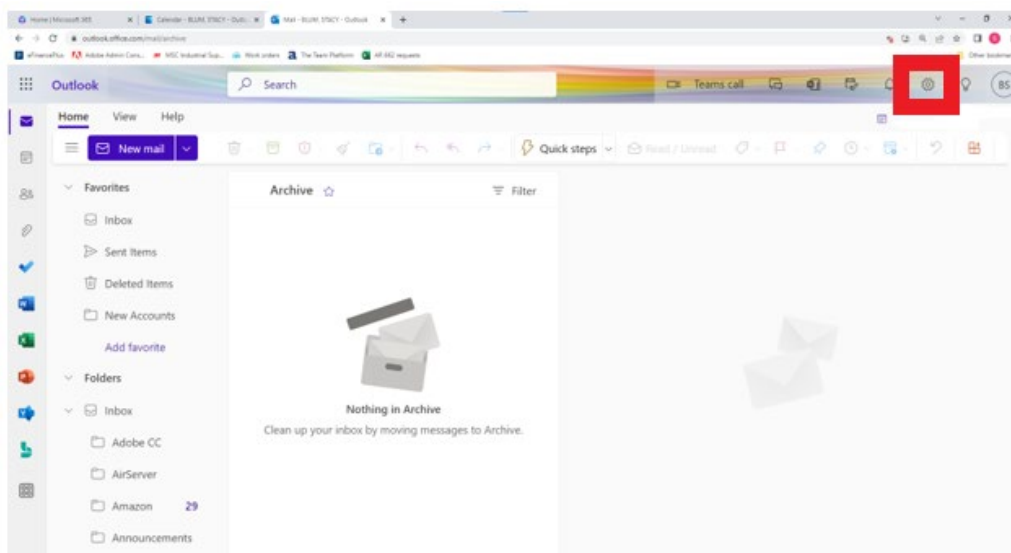
Cancel

Welcome to the Sioux City Community School District. If you have trouble logging in please check the district technology support website at <http://sccsd.freshdesk.com>. Additionally call the help desk at 712-279-6803.

From the Microsoft 365 home page, click on Outlook.

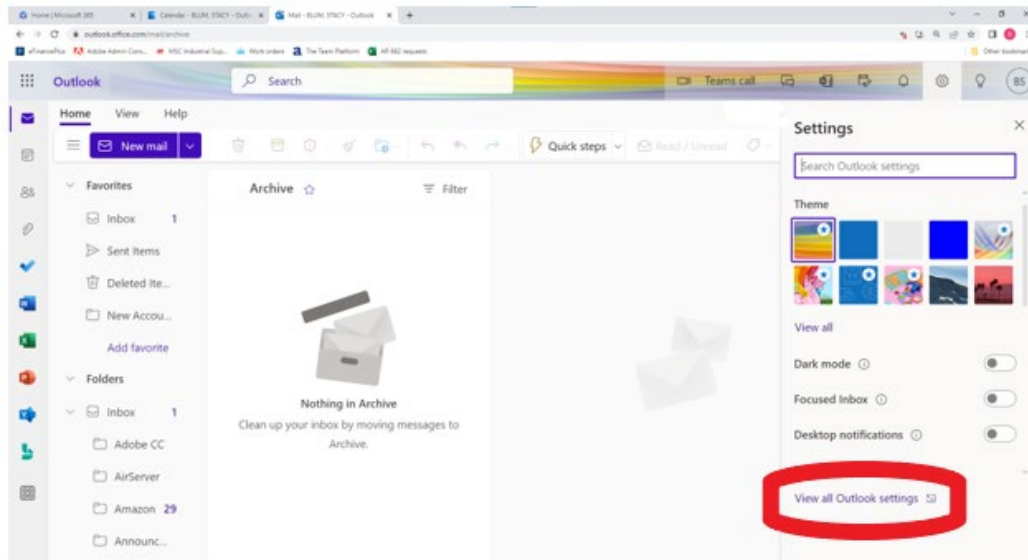


Choose the Settings gear.

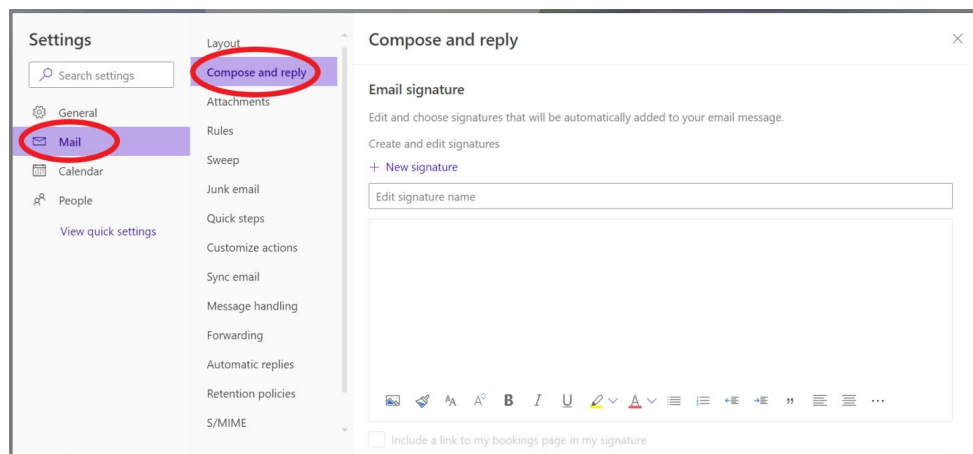




Click on “View all Outlook settings”.



On the next screen, click on Mail and then Compose and reply.



Insert this signature format into the provided field. You must include the confidentiality notice.

Name | Position Title

Sioux City Community School District

Department Name or School Name

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Select this new signature for both new emails and replies/forwards. Click Save and “X” out of the settings. Confirm that your signature is saved by composing a new message. Your signature should be displayed.

Assistance

If at any time you experience issues, please enter a help desk ticket at this [link](#).