Setting a Signature in the Outlook app

Contents
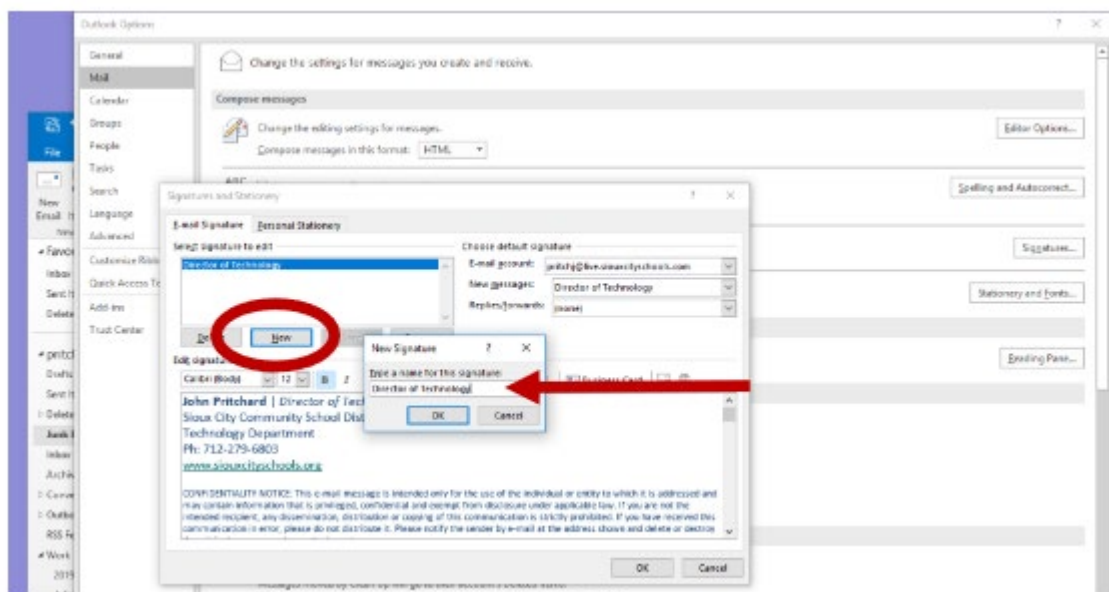
Overview

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

Open the Outlook desktop app and opening settings to set your signature.

Name | *Position Title*
Sioux City Community School District
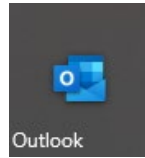Department Name or School Name
Ph: (712) XXX-XXXX | Cell: (712) XXX-XXXX
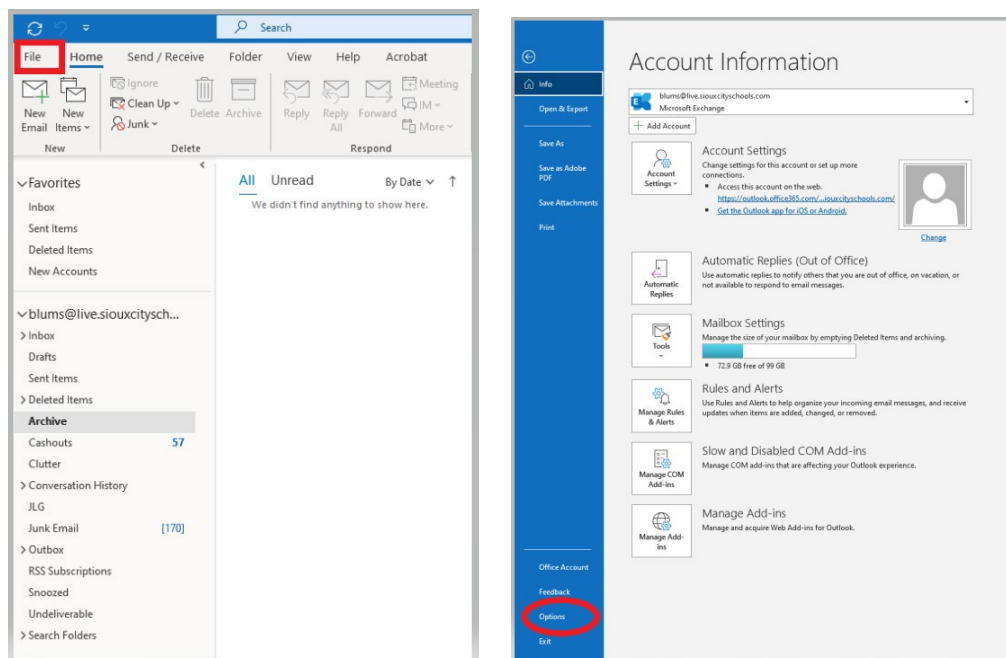www.siouxcityschools.org

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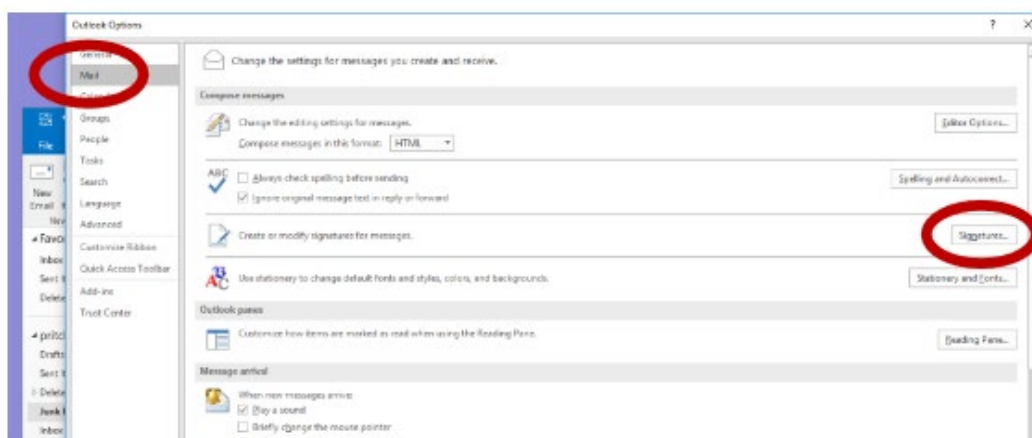
Creating your signature in Outlook

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, open the Outlook desktop app.
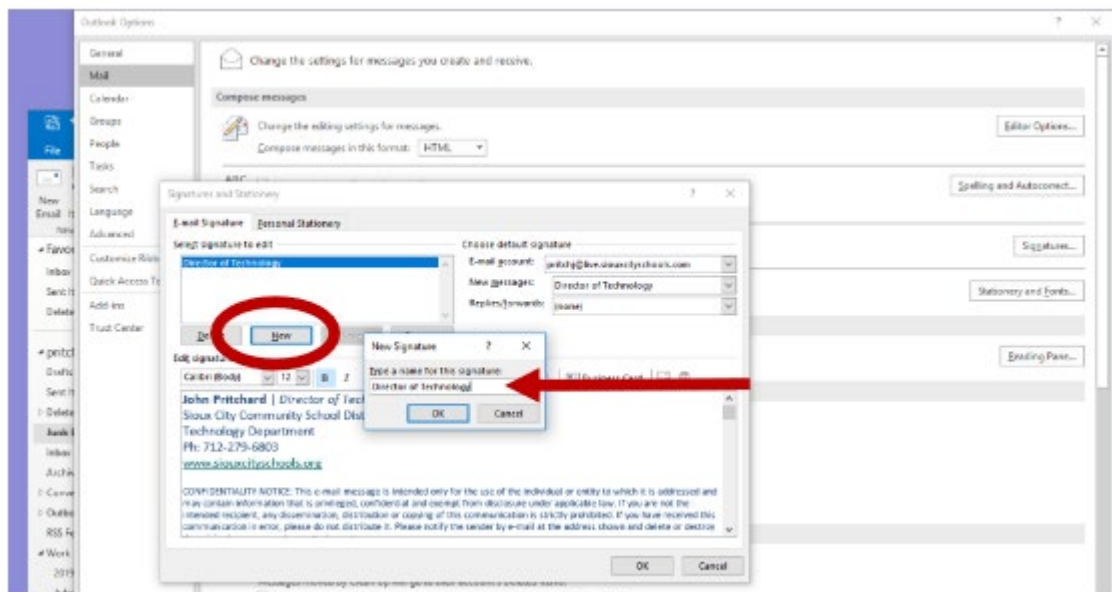

Click on File and then Options.

Select Mail from the menu on the left and then Signatures on the right.

In the Signatures and Stationary window, click on New. In the New Signature form, fill in your signature using the Brand Guide format. You can insert the template below and modify it to your name, title and phone number. Then click OK.

Name | *Position Title*
Sioux City Community School District
Department Name or School Name
Ph: (712) XXX-XXXX | Cell: (712) XXX-XXXX
www.siouxcityschools.org

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Select this new signature for both new message and replies/forwards. 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.