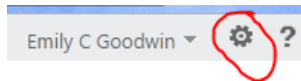


How to add a signature to your email through Outlook on MyBC:

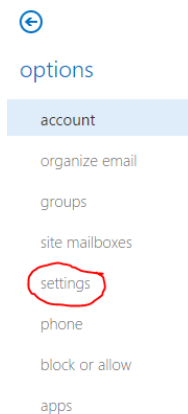
1. Click on “You have ____ unread messages” to get to your email.



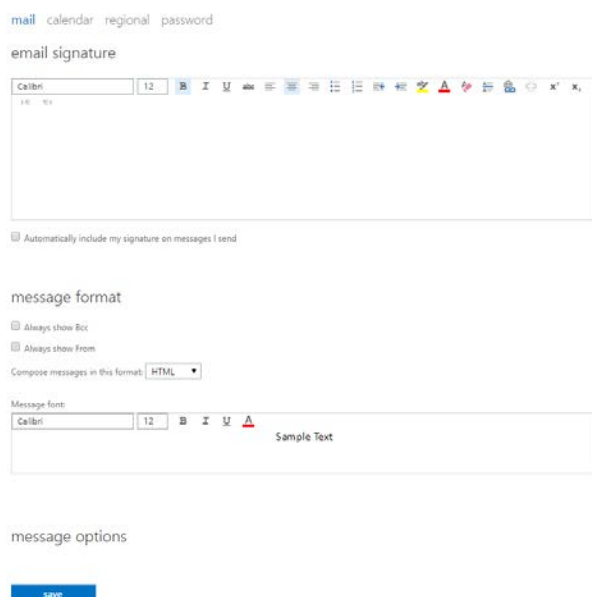
2. In the upper right corner, click on the settings icon and select “Options” from the dropdown menu.



3. When the Options window opens, select “Settings” from the menu on the left side.



4. Copy the email signature from this Knowledgebase Article (https://helpdesk.bridgewater.edu/index.php?/default_import/Knowledgebase/Article/View/181/0/configure-bridgewater-outlook-signature) into the Email signature box. Type in your correct information.



5. Select the box in front of “Automatically include my signature on messages I sent.”
6. Finally, click save at the bottom.