

A Guide to Creating or Updating your MCC-branded Outlook Email Signature

MCC's email signature generator application will automatically create a personalized and MCC-branded email signature and save it right into Outlook. You will need to be working on campus and connected to the MCC network in order to run the software.

1. Access the signature application by going to the M Drive and navigating to: MCC/Digital Resources/Branding Toolkit/Signature Generator
2. Double-click on the application icon (ignore the security warning) and enter your contact information into the simple form that appears.
3. Click the **GENERATE** button.
4. You will see a signature preview.
5. You can either **ACCEPT** the result or go back and make revisions.
6. Once you **ACCEPT**, your new signature is automatically added as an email signature into Outlook.
7. You will next want to open Microsoft Outlook to confirm the new signature addition and to make it the default.
8. In Outlook, under the **FILE** tab, select **OPTIONS** (lower, left-hand side)
9. Select **MAIL** (in left-hand column)
10. Click on **SIGNATURES** (button located midway down on the right)
11. Check **DEFAULT SIGNATURE** area to verify your email account
12. In **NEW MESSAGES** area, click on drop-down to select "**MCC_BRANDED SIGNATURE**"
13. Click **OK**.
14. Verify appearance of your new signature in the lower window. If you would like to make any additions, adjustments or edits, there are simple word-processing tools available in the top ribbon of that screen.
15. Save your work.
16. Your updated email signature will appear when you generate your next new email.

