Create and use a signature

How to create a signature

1. A. If you are a TBRHSC employee, please go to **https://email-signature.tbrhsc.net/**
   B. If you are a SJCG employee, please go to **https://intranet.sjcg.net/our-services/corporate-services/communications/how-to/corporate-email-signature**. From here you can select the signature you would like to use (SJCG Staff, N'doo'owe Binesi Staff, or the Basic signature).
2. Highlight all of the text on the page by either:
   a. Clicking anywhere on the page and pressing **CTRL+A** on your keyboard
   b. Hover the mouse cursor next to where it says **Name** at the top-left corner, clicking and dragging the mouse to the bottom-right corner of the page.

3. Once the signature is highlighted, you can copy the signature by either:
   a. Pressing **CTRL+C** on the keyboard
   b. Right-clicking on the highlighted text and selecting **Copy**
4. Sign into Outlook.
5. In the upper-right corner, click on the **gear icon** to open the settings menu.
5. Click **Mail** in the "Settings" window.
6. Select the "Compose and Reply" tab and click **+ New signature**.

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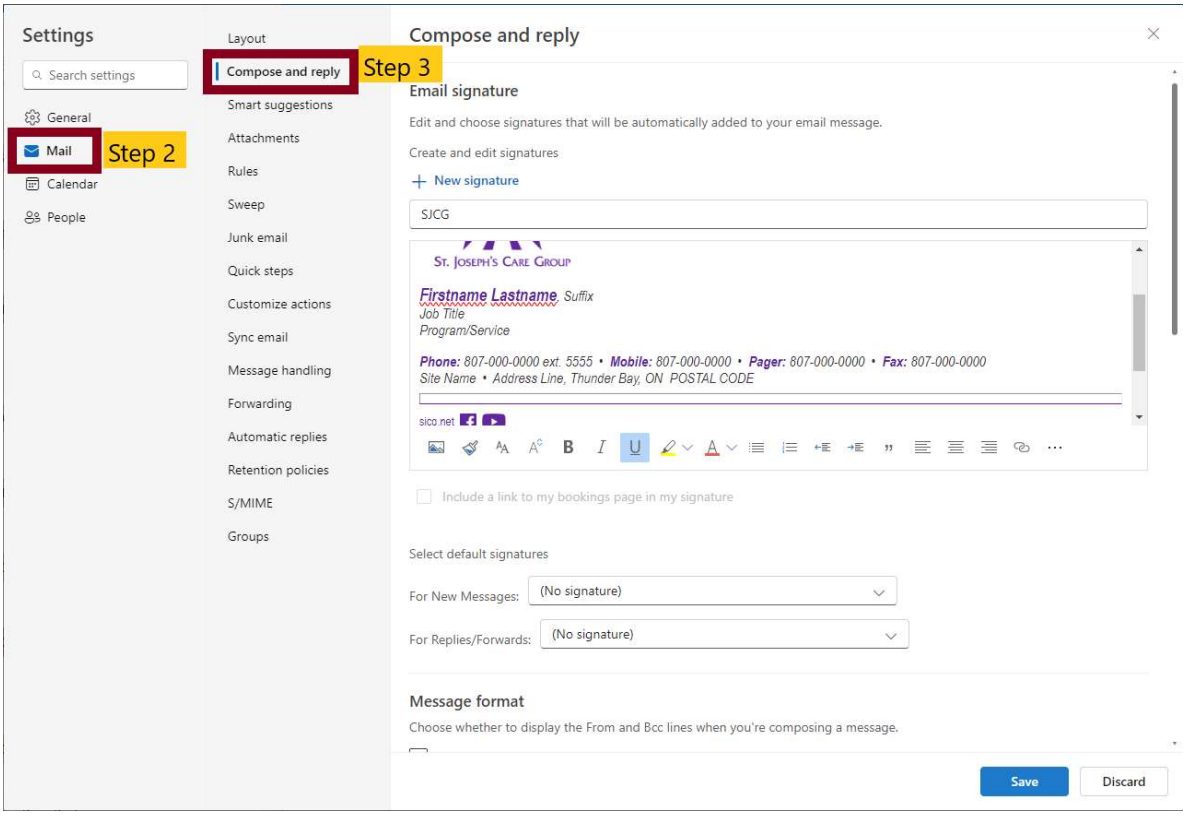
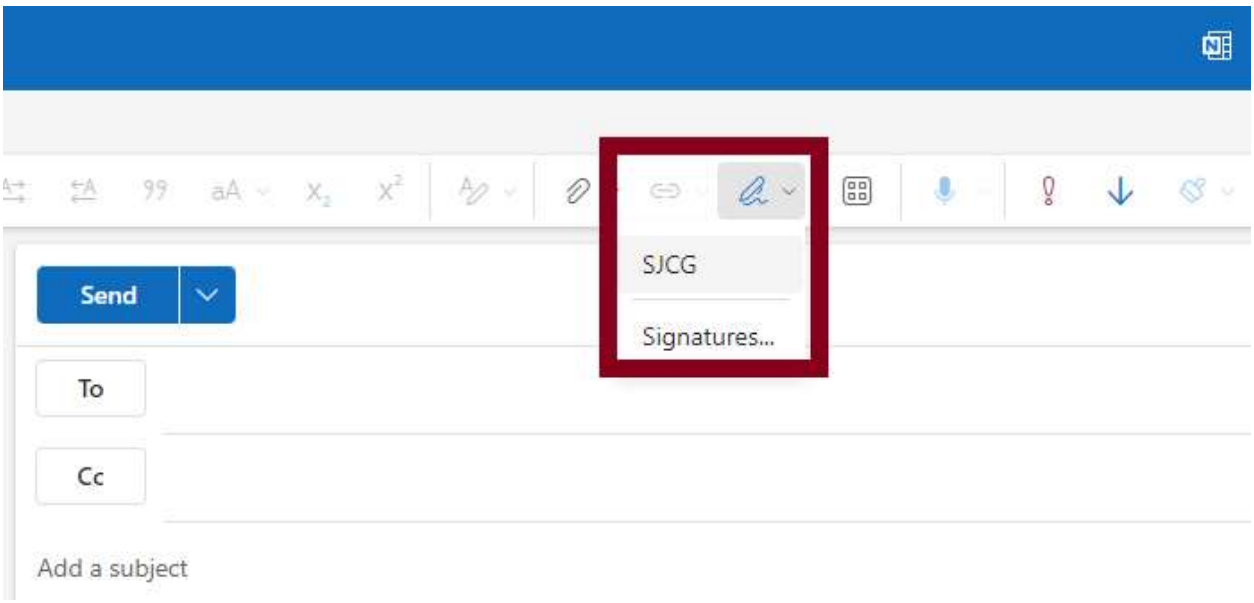


7. Enter a name for the signature.
8. Paste the signature copied in Step 3, into the text box below and replace all the placeholders with your information. i.e. Name, Department, Email, etc
    - You can set your signature to automatically be added to all new messages by selecting it in the "For New Messages" drop down list in the "Select default signatures" section.
    - You can also set your signature to automatically be added to all Replies/Forwards by it in the "For Replies/Forwards" drop down list in the "Select default signatures" section.
9. Click **Save**.

How to use a signature

To manually add a signature to your email, simply click the signature button on the email edit ribbon and select the signature you would like to add.

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