



GENEVA EMAIL SIGNATURE INSTRUCTIONS

ON YOUR COMPUTER:

1. Copy the Signature below
2. In Outlook, Click File
3. Click Options (Bottom left)
4. Click Mail
5. Click Signatures
6. Click “New” and type “Geneva”
7. Click OK
8. Paste signature under Edit Signature and add correct name, title email and extension number
9. Under “Choose Default Signature” use the arrow down under “New messages” and “Replies/forwards” and pick “Geneva”
10. Click OK and you should be good to go!

LIBBY LUNSFORD

Job Title

email@genevaschooltx.org

GENEVA SCHOOL *of* BOERNE

830.755.6101 | Ext. 000 | genevaschooltx.org

ON YOUR PHONE — OUTLOOK APP:

1. Copy the signature below
2. Go to Settings
3. Click top left circle to open side bar and setting is on the bottom left
4. Click Signature
5. Paste signature under Edit Signature and add correct name, title email and extension number

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ON YOUR IPHONE MAIL APP:

1. Copy the Signature below
2. Click Settings
3. Click Mail
4. Click Signature
5. Check "Per Account"
6. Paste signature under Edit Signature and add correct name, title email and extension number

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