GENEVA EMAIL SIGNATURE INSTRUCTIONS

Outlook for Windows
Outlook Online
Outlook for Mac
Outlook on your phone
Mail app on your iPhone
In Renweb

ON YOUR WINDOWS COMPUTER:

1. Copy the Signature below

2. In Outlook, Click File

3. Click Options (Bottom left)

4. Click Mail

5. Click Signatures (Middle Right)

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!

> **YOUR NAME**
> Job Title
> email@genevaschooltx.org
> GENEVA SCHOOL *of* BOERNE
> 830.755.6101 | Ext. 000 | genevaschooltx.org

OUTLOOK ONLINE:

1. Copy the Signature below

2. Click on the Gear icon in the top right corner of the outlook window

3. Click View All Outlook Settings at the bottom right

4. Select Compose and Reply

5. Paste signature in the Compose and Reply window and add correct name, title, email and extension number

6. Check the boxes to automatically include your signature in new messages and replies

7. Click Save and you should be good to go!

> **YOUR NAME**
> Job Title
> email@genevaschooltx.org
> GENEVA SCHOOL *of* BOERNE
> 830.755.6101 | Ext. 000 | genevaschooltx.org

ON YOUR MAC:

1. Copy the Signature below

2. In Outlook, Click File

3. Click Preferences

4. Click Signatures

5. Click on the + sign near the Edit Signature window

6. Click on the untitled signature name and type "Geneva"

7. Paste signature in the Signature box and add correct name, title, email and extension number

8. Under "Choose Default Signature" use the arrow down under "New messages" and "Replies/forwards" and pick "Geneva"

9. Click the X button and you should be good to go!

> **YOUR NAME**
> 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

YOUR NAME
Job Title
email@genevaschooltx.org
GENEVA SCHOOL *of* BOERNE
830.755.6101 | Ext. 000 | genevaschooltx.org

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

   YOUR NAME
   Job Title
   email@genevaschooltx.org
   GENEVA SCHOOL *of* BOERNE
   830.755.6101 | Ext. 000 | genevaschooltx.org

IN RENWEB:

1. Copy the signature below
2. Sign in to Renweb
3. Click your initials in the top right corner
4. Click User Preferences then Communications
5. Paste the signature and indicate that you want to keep the formatting

   YOUR NAME
   Job Title
   email@genevaschooltx.org
   GENEVA SCHOOL *of* BOERNE
   830.755.6101 | Ext. 000 | genevaschooltx.org