

Outlook Signatures



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In order to receive and use the new standard Outlook signatures, you must re-start your computer.

VIDEO- View the video by clicking the link below:

[New Outlook Default Signatures](#)

There are two (2) standard PTS Outlook e-mail signatures: **PTS Official Non-Logo Signature** and **PTS Official Logo Signature**.

EMAIL SIGNATURE OPTION A (Times New Roman/ no logo):

Firstname Lastname
TITLE DIRECTOR
Princeton Theological Seminary
64 Mercer Street | Princeton, NJ 08542-0803
Tel: 609-497-7000
ptsem.edu

EMAIL SIGNATURE OPTION B (Times New Roman/ logo below signature):

Firstname Lastname
TITLE DIRECTOR
Princeton Theological Seminary
64 Mercer Street | Princeton, NJ 08542-0803
Tel: 609-497-7000
ptsem.edu



Both signatures include the following disclaimer:

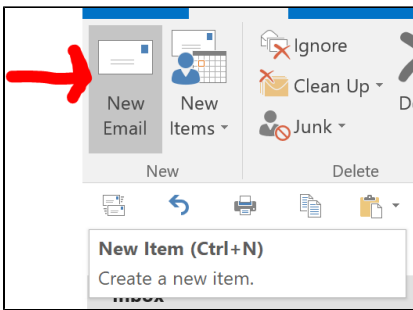
Email disclaimer

*This email message and any attachment to this email message may contain confidential information that may be legally privileged. If you are not the intended recipient, you must not review, retransmit, or convert to hard copy, copy, use or disseminate this email or any attachments to it.

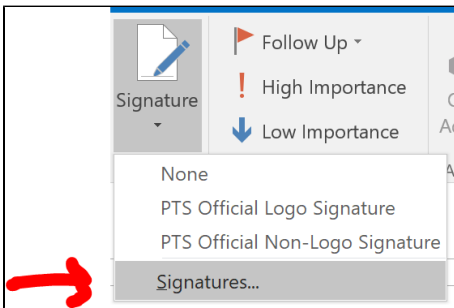
Signature Deployment

The e-mail signatures will be deployed to your Outlook e-mail. The PTS Official Non-Logo Signature will be the default signature set on your computer. In order to make changes to your signature or to change the default:

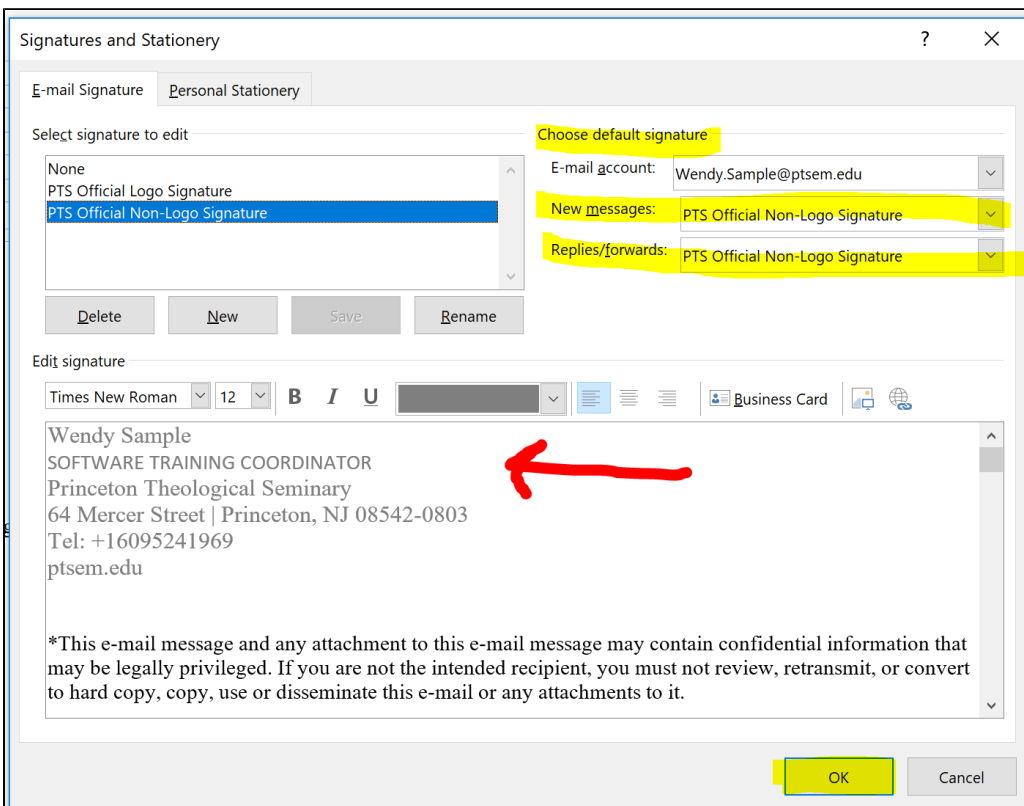
Select **New Email**



Select **Signatures**



You can change the default signature for both **New messages** and **Replies/forwards**. You may also edit your signature to add lines such as a Fax number, update the URL, etc. Do not change any fonts/ font sizes or the color of the font. Once you are done making your changes, select **Ok**.



Deleting Previous Signatures

To delete previously used signatures, select the signature you wish to delete, choose "Delete". You will be prompted to confirm the deletion. Then click "OK".

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- My Signature
- None
- PTS Official Logo Signature
- PTS Official Non-Logo Signature

Choose default signature

E-mail account: Wendy.Sample@ptsem.edu

New messages: PTS Official Non-Logo Signature

Replies/forwards: PTS Official Non-Logo Signature

Delete New Save Rename

Edit signature

Brush Script MT 16 B I U Business Card

Wendy Sample
Software Training Coordinator
609-524-1969

OK Cancel



PTS Stationery Guidelines

For detailed PTS Stationery Guidelines, visit <https://inside.ptsem.edu/Publications/StationeryGuidelines/Content.aspx>