Set up Email Signature in Dutlook

To set up from WEBMAIL

Once you receive your official BISD email

- 1. Go to www.birdvilleschools.net/email
- 2. Log In
- 3. Click on **OPTIONS** at top right hand corner.
- 4. Click See All Options...
- 5. Click on **SETTINGS** from left hand menu
- 6. Click Mail icon at top
- 7. Type Name, Title, Campus/Department, Phone, BISD email
- 8. Select Automatically include my signature on messages I send
- 9. Click **SAVE** at bottom right-hand corner of screen.

To set up from DESKTOP PC/LAPTOP

Once you receive your official BISD email

- 1. Open **OUTLOOK** from your desktop
- 2. Click on New E-mail
- 3. Click on INSERT at top of screen
- 4. Click on Signature
- 5. Click on Signatures...
- 6. Type Name, Campus/Department, Phone, Email, Conference Period



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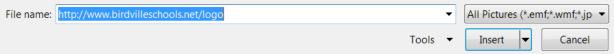
michelle.doporto@birdvilleschools.net

7. Select your newly created signature under each category so that it will automatically appear when you create a **New message** or **Reply/Forward** an email.



OPTION: to add BISD logo

- 1. Click on **Insert Image icon** located at top right side of screen
- 2. Copy and Paste http://www.birdvilleschools.net/logo in the text field FILE NAME



- 3. Click Insert
- 4. Click OK

You're all set! Welcome to Birdville ISD!