

Set up Email Signature in Outlook

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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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.

A screenshot of the "Choose default signature" dialog box in Outlook. It has three rows: "E-mail account:" with a dropdown menu showing "michelle.doporto@birdvilleschools.net"; "New messages:" with a dropdown menu showing "MSD Basic"; and "Replies/forwards:" with a dropdown menu showing "MSD Basic".

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**

A screenshot of the "Insert Image" dialog box in Outlook. The "File name:" field contains the URL "http://www.birdvilleschools.net/logo". To the right, there is a file type dropdown menu set to "All Pictures (*.emf;*.wmf;*.jpg)". At the bottom right, there are "Tools", "Insert", and "Cancel" buttons.

3. **Click** Insert
4. **Click** OK

You're all set!

Welcome to Birdville ISD!