

How to: Email Signature for Educators

Enhance your email game with a Referendum Email Signature in Outlook! Follow these simple steps to make your emails stand out:

1. Navigate to settings (look for the gear icon).
2. Click on “Compose and Reply,” the second option from the top.
3. Copy your current email signature information.
4. Click “+ New signature”
5. Paste your email signature and hit enter.
6. Elevate your signature even more! Click the “insert picture inline” button on the far left of the text box.
7. Integrate the Referendum Email Signature PNG for that extra flair.
8. Seal the deal by hitting Save.

Feeling adventurous? Take it a step further:

9. Beneath the text box, explore the option to set default signatures.
10. Customize your signatures for new messages and replies/forwards with your brand-new email signature.

Here’s the PNG:



REFERENDUM
Vote For!
June 6, 2024
www.smyrna.k12.de.us/referendum2024