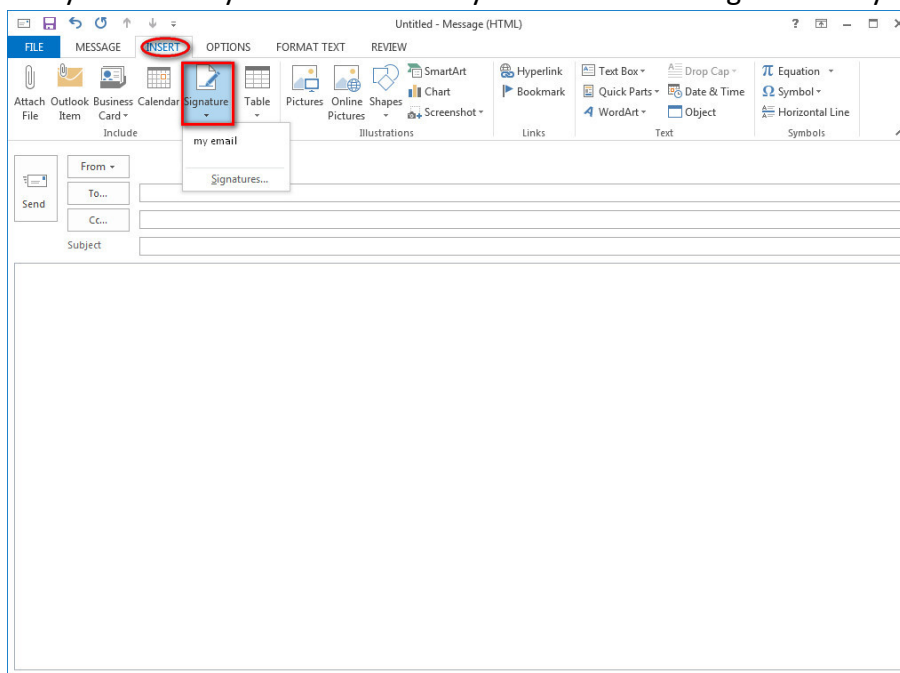


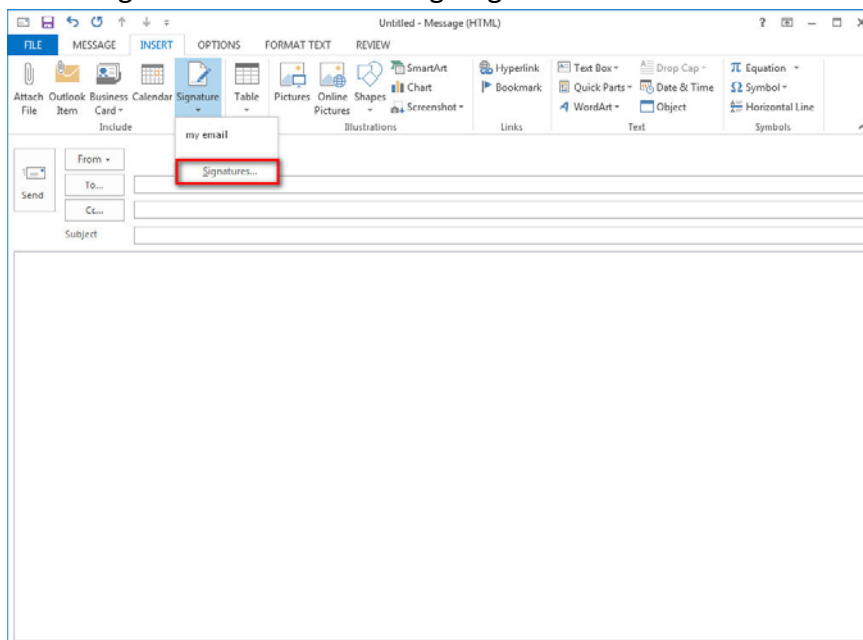
Outlook – How do I add a signature for another email account that I have rights to send from?

First you must have been assigned the rights to “send as” from the second account. This assignment is done by IITS with a request of the “owner” of the alternate account. Eg. My Supervisor has told me that I should monitor the Department’s email account and make email replies as if I was the owner of the Departmental account.

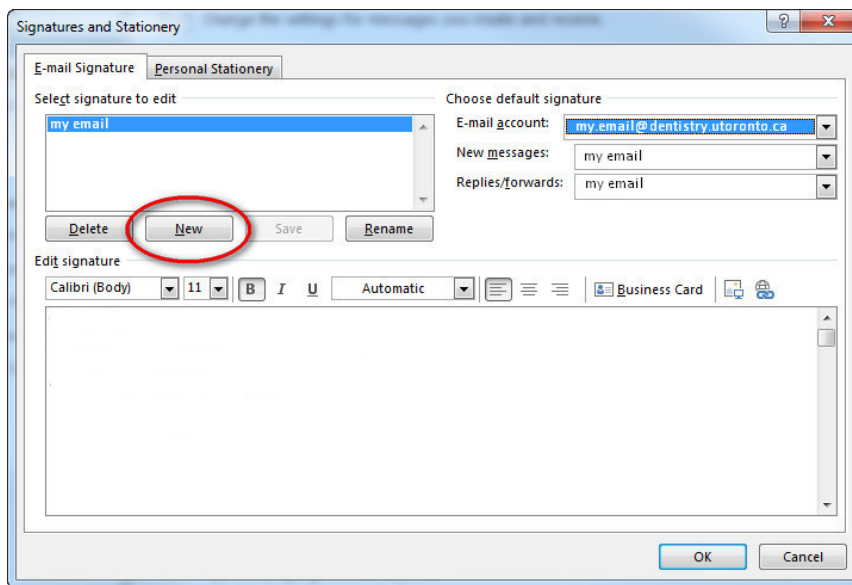
1. In Outlook, go to the INSERT tab from a new message, click on the “Signature” option and you will see your email listed if you have added a signature to your email account:



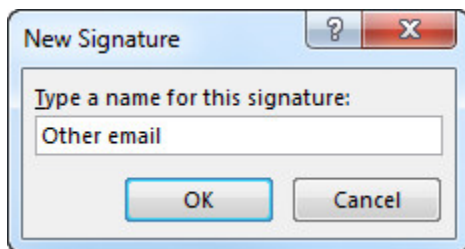
2. Press “Signature” to add or change signatures:



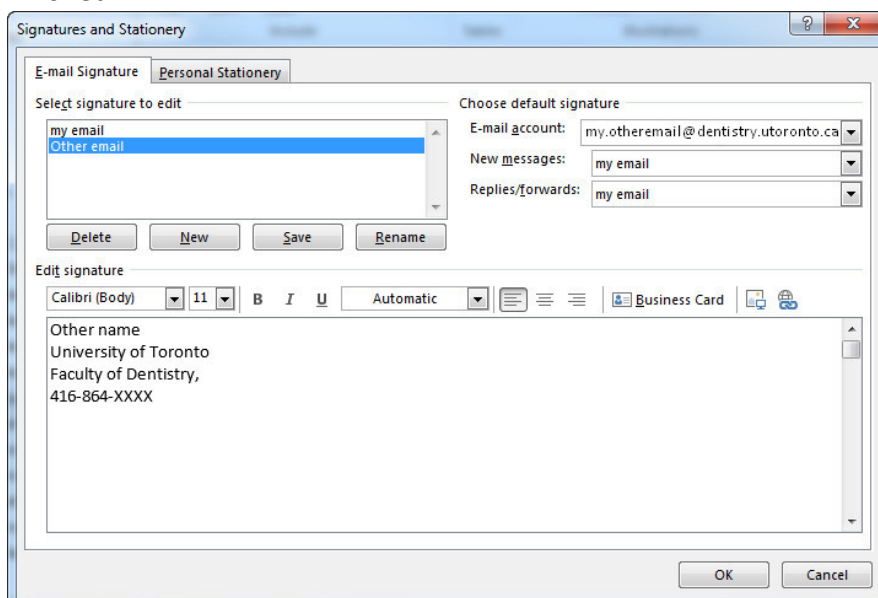
- You will see your signature for your email if you have created one. Press new:



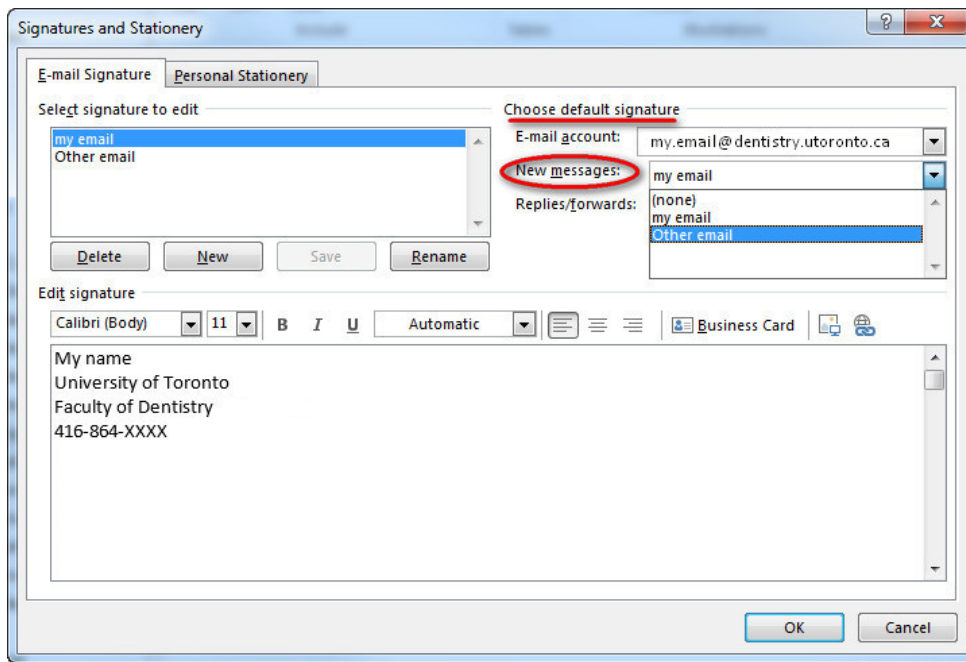
- Name the new signature, and press ok:



- Fill in the "edit signature" area for the other email account and press save when you are finished:



- Now you have two signatures. One for each account. In the “choose default signature” you will see several option. You will need to decide which works best for you. Most people will set the E-mail account, New message and Replies/Forwards to their personal account if they only occasionally send from the other account:



- You can always then just add the signature manually to each email by choose it from the INSERT Signature option in a new email message:

