ADDING THE GOIZUETA EMAIL SIGNATURE
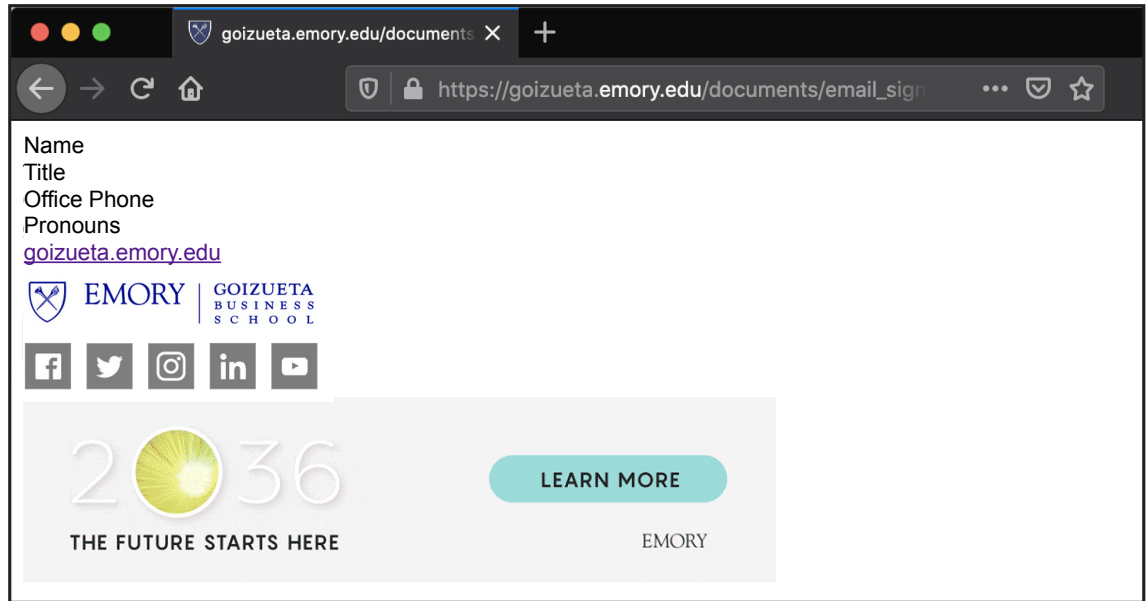
STEP 1:

Using a laptop or desktop computer, go to:
>> **emory.biz/gbemail1**

You should see this:

STEP 2:

Select and **copy** the contents of the page.
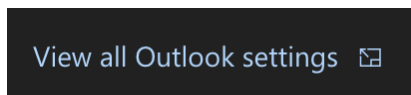Win: Ctrl+A, Ctrl+C
Mac: ⌘+A, ⌘+C

STEP 3:

Go to:
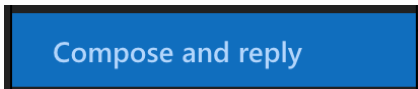>> **email.emory.edu** and log in.

STEP 4:

a. Click on the **settings** icon:

b. Click **View all Outlook settings:**

c. Click **Compose and reply**:

STEP 5:

Delete the contents of the text box and **paste** the contents of your clipboard.
Win: Ctrl+V

Mac: ⌘+V

Then, replace Name/Title/Office Phone with your information.

For instructions on adding a signature in various desktop versions of Outlook, visit:
>> **emory.biz/gbemail2**