Instructions for changing your King's email signature

King's Faculty and Staff should use the appropriate signature King's signature provided on the [Creative Resources](#) page. Please use the exact file as opposed to copying from an existing signature.

The following signature elements have been officially retired and should be retired from your signature:

- The 225th anniversary logo
- The 170th alumni association logo
- discoverkings.ca
- Any image panel featuring recruiting dates.

Steps for installing/replacing your email signature

Outlook (desktop)

1. Download the attached file.
2. Open the file in a web browser. Use CTRL + A to select all and CTRL + C to copy.
3. Open the signature field on your email client.
4. Place your cursor after the existing panel and hit backspace.
5. Paste the new image and save.

Outlook 365 (web)

1. Download the attached file.
2. Open the file in a web browser. Use CTRL + A to select all and CTRL + C to copy.
3. Click the gear in the top right and under Your app settings click Mail.
4. Under Layout, click Email signature.
5. Place your cursor after the existing panel and hit backspace.
6. Paste the new image and save.

Please verify that the signature displays on your email client as it does on the attached file. Send yourself a test before sending external emails.