|  |  |
| --- | --- |
|  | **Name**  Title  Corsicana Independent School District  (903) 555-5555 office | email@cisd.org  [www.cisd.org](http://www.cisd.org/) |

1. Copy entire the sample signature above (text and ‘C’ image)
2. Open a new email
3. Select the ‘Signature’ option under the Message tab at the top of your new email
4. Click ‘Signatures…” from the drop down
5. The signature editor box will open, from here you can replace your existing email signature or create a ‘New’ one
6. Paste the sample signature

*\*Note: The ‘C’ image will not appear in the signature editor box but will show correctly in the text of your email once you have saved your changes.*

1. Update your personal information in the signature editor box
2. Click ‘Ok’ to save your changes
3. Once you are back in the body of your new email, again select the ‘Signature’ option under the Message tab at the top
4. Select your new signature option and it should appear correctly with the ‘C’ image in the body of your email

\*If you need help, please contact the CISD Communications Office