ADDING THE NEW CAL STATE LA SIGNATURE TO YOUR EMAIL (MICROSOFT OUTLOOK FOR MAC 2011)

To personalize and use the Cal State LA signature:

1. Launch a web browser and visit the New Brand Template page of the Cal State LA Brand website.
2. Click the Email Signature link, press **Command-A** to select the entire signature, and then press **Command-C** to copy the signature (see Figure 1).

![Figure 1 – Cal State LA Signature](image)

3. Launch **Microsoft Outlook for Mac 2011**.
4. Click **Outlook** on the menu bar, and then click **Preferences** (see Figure 2).

![Figure 2 – Outlook Menu](image)
5. In the **Outlook Preferences** dialog box, in the **E-mail** section, click **Signatures** (see Figure 3).

![Figure 3 – Outlook Preferences Dialog Box](image)

6. In the **Signatures** dialog box, click the **Add** button (plus sign) at the bottom of the left pane (see Figure 4). A new signature named **Untitled** is created.

![Figure 4 – Signatures Dialog Box](image)
7. In the left pane, double-click **Untitled**, type a name for the signature (e.g., **Cal State LA**), and then press the **Return** key.

8. Select the check box to the left of the new signature.

9. In the right pane, delete any existing content, press **Command-V** to paste the Cal State LA signature that you copied in step 2, and then replace the placeholder text (name, title, department, and phone number) with your information. Your name should be entered in all uppercase letters, and the font should be Arial, 10 points, bold.

10. To set your Cal State LA signature as your default signature for all outgoing messages, click the **Default Signatures** button in the lower-right corner of the **Signatures** dialog box, select your Cal State LA signature from the **Default signature** pop-up menu, and then click the **OK** button (see Figure 5).

11. Click the **Close** button to close the **Signatures** dialog box.