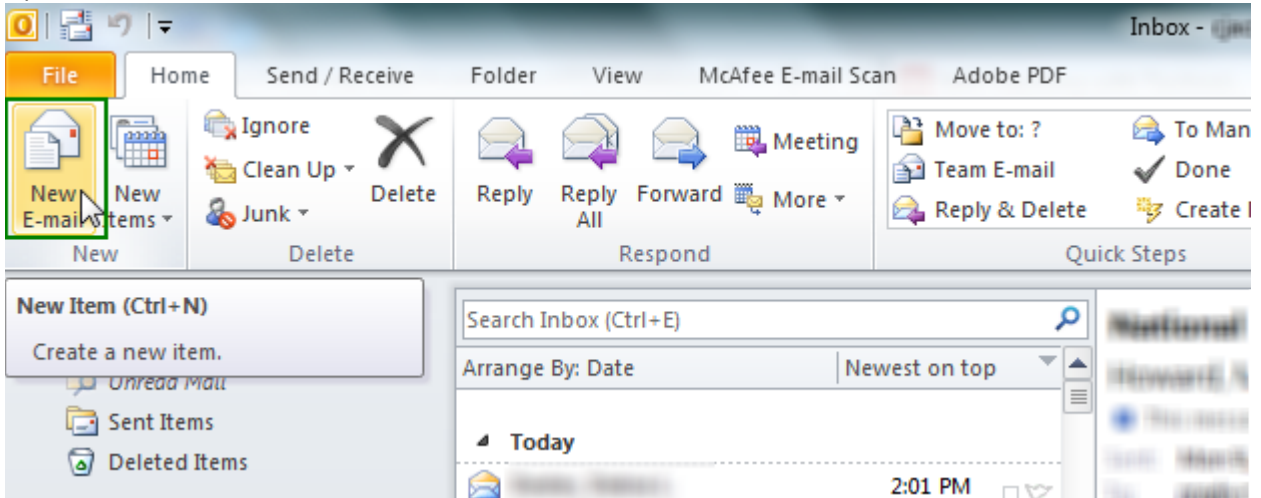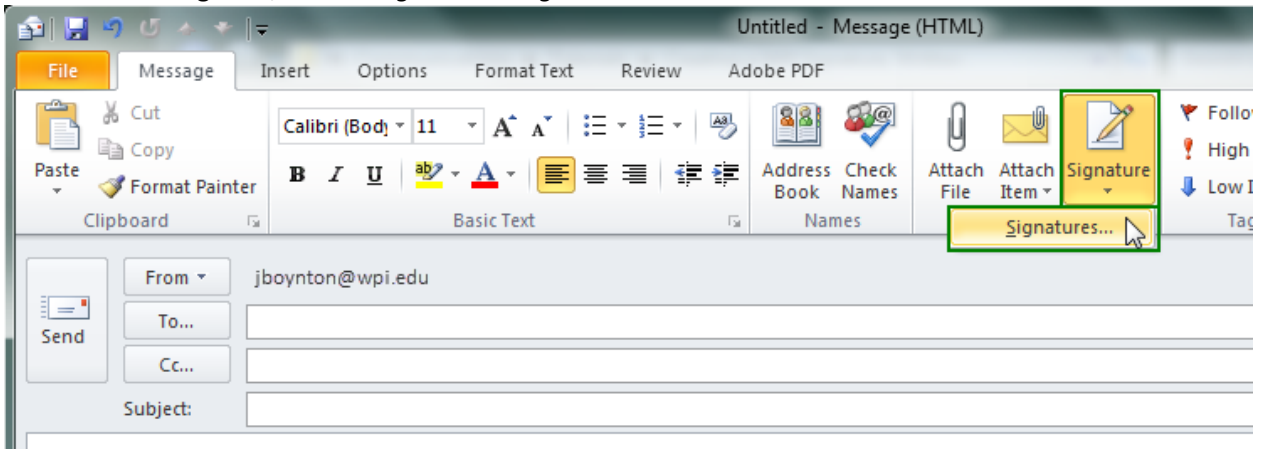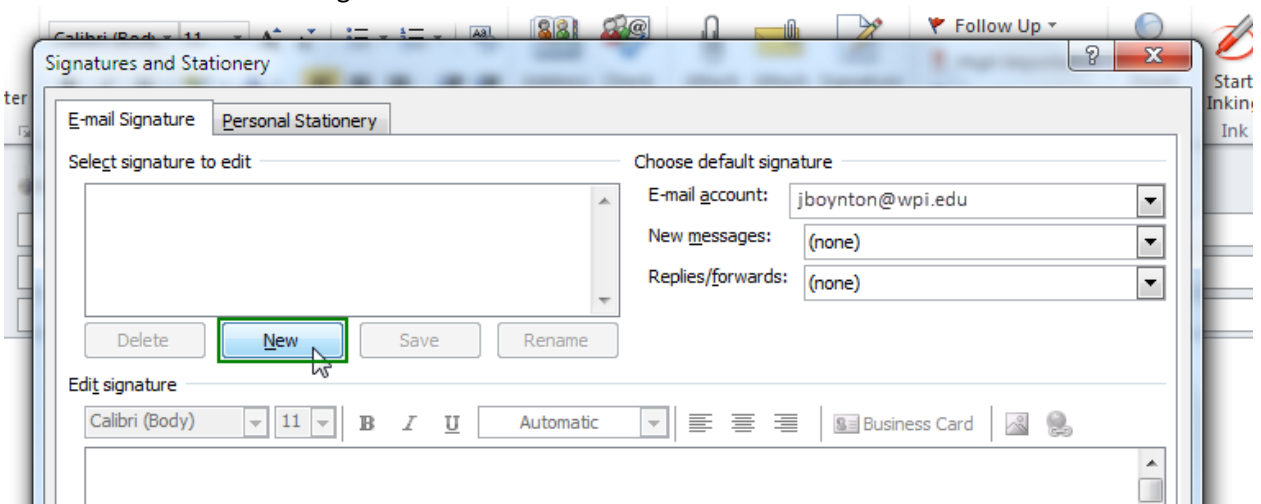1. Open Outlook and click the *New E-mail* button.
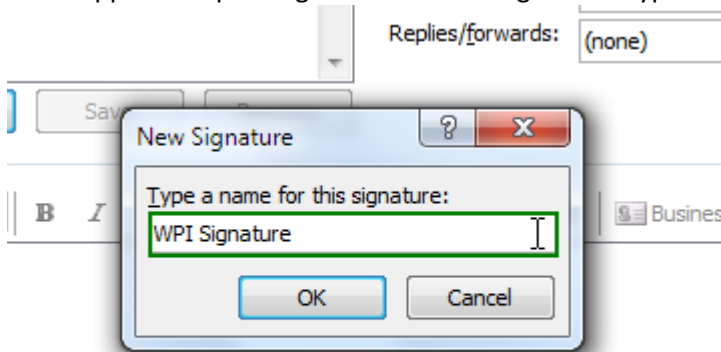

2. From the Message tab, choose *Signature→Signatures*.

3. Click *New* to create a new signature.

4. A box appears requesting a name for the signature. Type a name, then click *OK*.

5. Type the text for your signature. Marketing and Communications recommends the following 10 lines for a standard WPI signature:
     i.   First and Last Name
     ii.   Job Title
     iii. Department
     iv.   [blank]
     v.   Worcester Polytechnic Institute
     vi.   100 Institute Road, Worcester MA 01609-2280
     vii. [blank]
     viii. Phone number(s) (it's usually best to put two spaces in between different numbers)
     ix.   E-mail address
   x.   wpi.edu (or your department's URL)

   For example:

6. Outlook interprets the e-mail address and changes it to a hyperlink after pressing the enter key, but "wpi.edu" does not change to an actual web URL. To manually create a link, select the text and click the Hyperlink icon, found to the right of the dialogue box.

7. A window entitled "Insert Hyperlink" appears. Enter the text to display in the signature. In the box labeled "Address:" enter or paste in the full URL of the website—in this case, "https://www.wpi.edu".
Click *OK* when finished.
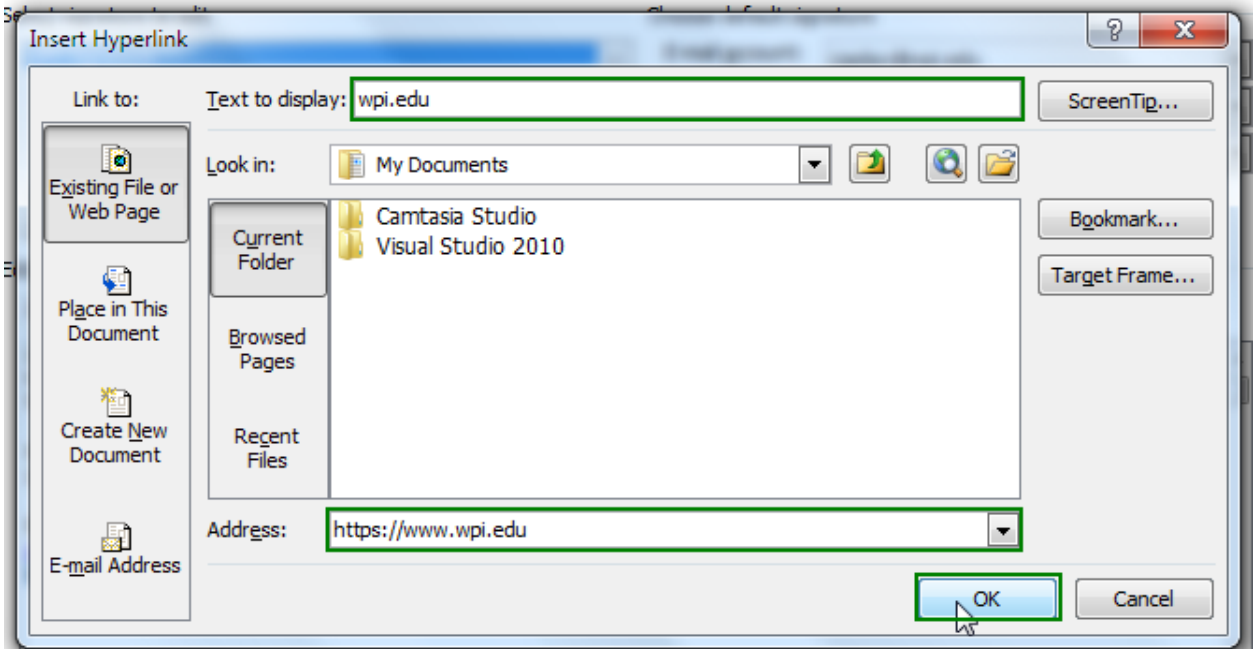
At this point, it may be a good idea to click on the URL in the signature to test that the hyperlink is working.

8. Select all the text in the signature and change the font type to Verdana. Enter "7.5" for the font size.

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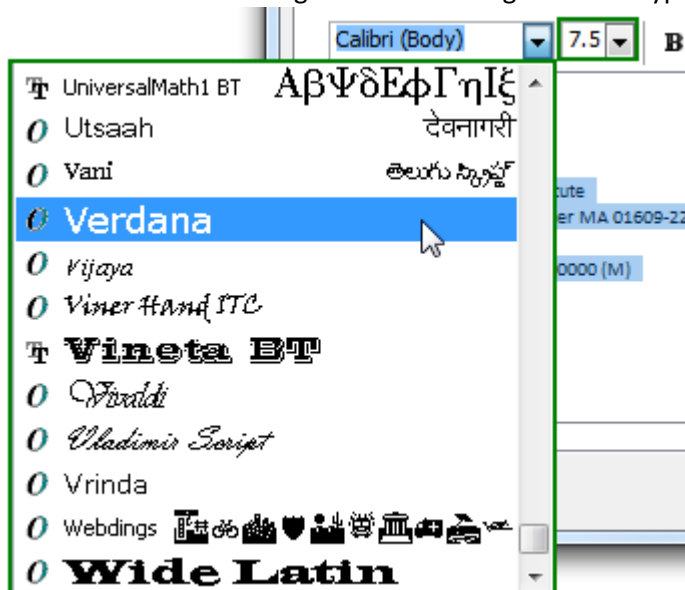
9. Select the first line (your name). Change the font size to 10 and make it bold. Do the same with the fifth line, "Worcester Polytechnic Institute".
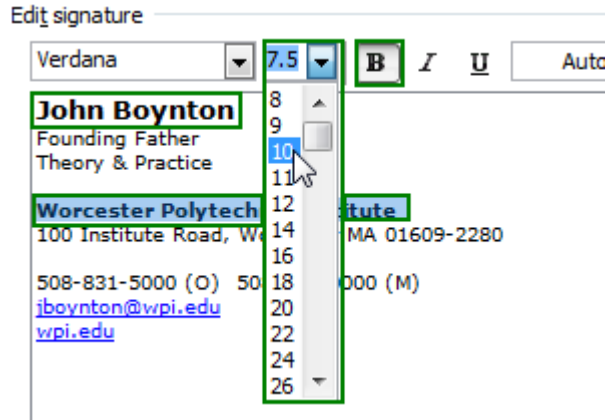
10. With "Worcester Polytechnic Institute" still selected, from the drop-down list choose *More Colors…*.
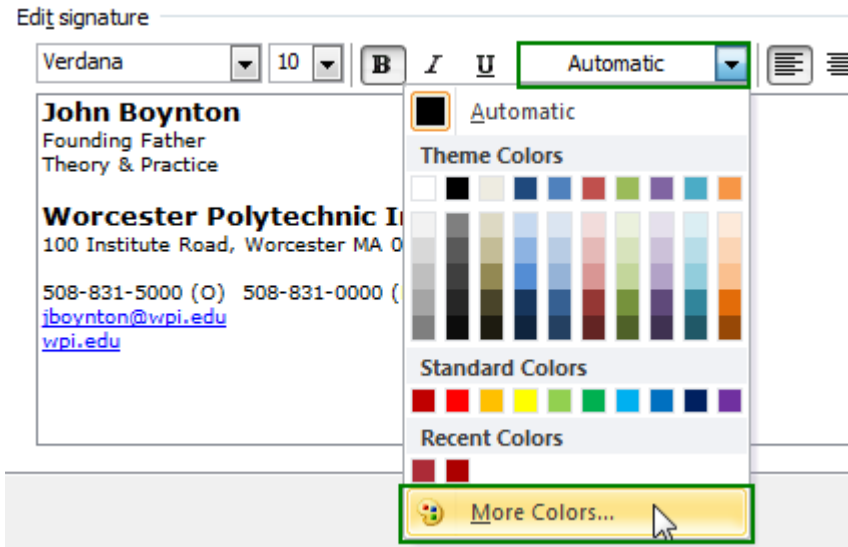
11. In the "Colors" window, click the tab labeled *Custom*. This will give you the option to input custom RGB values. Change Red to 172, Green to 43, and Blue to 55 to display the official Crimson color. Press *OK* when done.
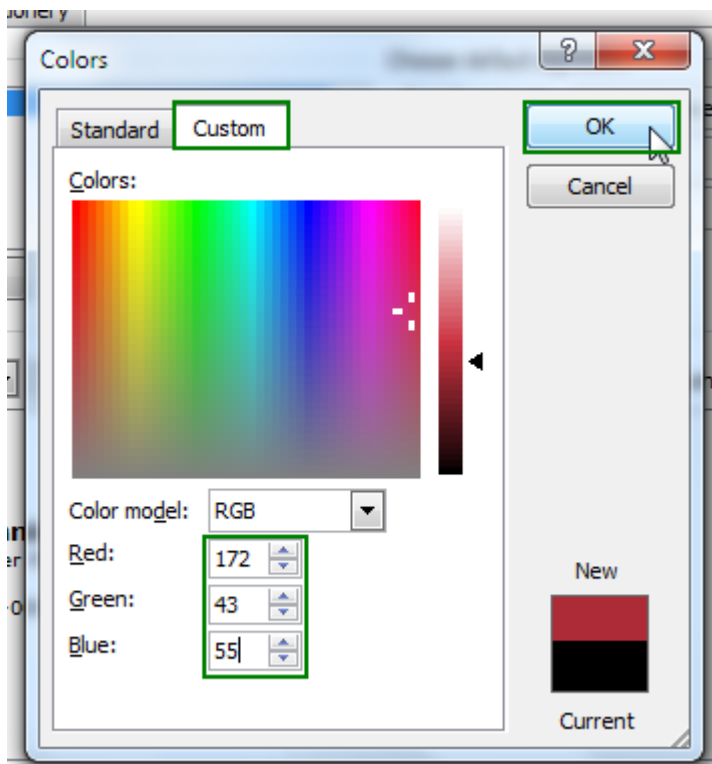
12. That's it! Your signature should look similar to the example below. Remember to click *Save* before closing the signature editing window.

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