

**ALOHA
SQUARE**

[COMPUTER APP VERSION]



SET UP YOUR RENNES-SB SIGNATURE VIA THE OUTLOOK APP



**RENNES
SCHOOL
OF BUSINESS**

UNFRAMED THINKING

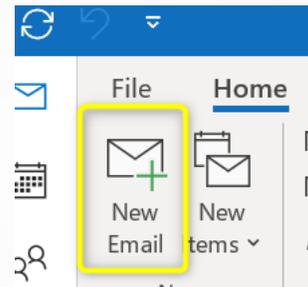


ALOHA SQUARE

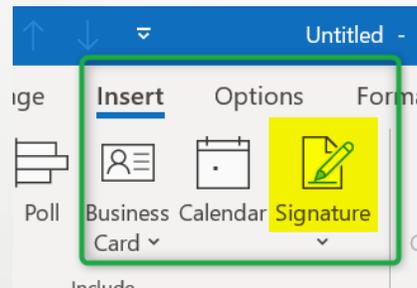
WHAT IS THE PROCESS ?

Before starting, make sure you installed the Microsoft Office Apps. Details [here](#) !

Step 1 - Log in to your **Outlook App** and open a **New Email**.



Step 2 – In the menu **Insert** select **Signature**



ALOHA SQUARE

Step 3

Create your signature !

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: @rennes-sb.com

Select signature to edit

- My Student Signature

New Signature ? X

Type a name for this signature:

My Student Signature

OK Cancel

Calibri (Body) 11 B I

Business Card

RENNES SCHOOL OF BUSINESS
2 RUE ROBERT D'ARBRISSEL - CS 76522
35065 RENNES CEDEX - FRANCE
Tel. +33(2) 99 54 63 63
rennes-sb.com

Save Get signature templates

Choose default signature

New messages: My Student Signature

Replies/forwards: My Student Signature

Your Signature is now done ! OK Cancel

Copy/Paste the signature from the Word template document and add your student information

By default, select your new signature ! It will then appear anytime you send an email



RENNES SCHOOL OF BUSINESS
UNFRAMED THINKING