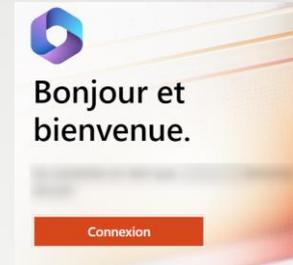


**ALOHA
SQUARE**

[ON OFFICE.COM]



SET UP YOUR RENNES-SB SIGNATURE ON OUTLOOK WEBSITE



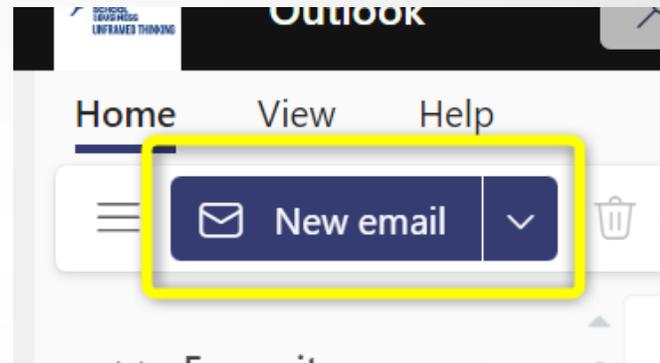
UNFRAMED THINKING



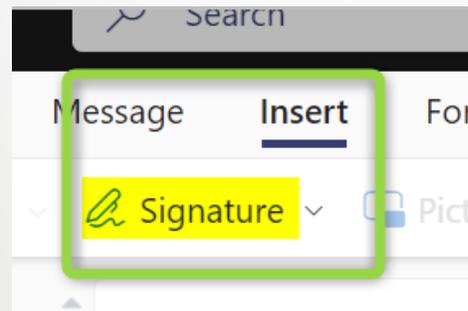
ALOHA SQUARE

WHAT'S THE PROCESS ?

Step 1 - Log in to your **Outlook** through your Web Browser and open a **New Email**.



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



ALOHA SQUARE

Step 3

Create your signature !

Compose and reply

Create and edit signatures

+ New signature **1**

Student Signature

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

Include a link to my bookings page in my signature

Select default signatures

For New Messages: Student Signature **3** **By default, select your new signature ! It will then appear anytime you send an email**

For Replies/Forwards: Student Signature

Your signature is now done ! 4



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