**Texas A&M University-Commerce**

**Microsoft Outlook**

**How to add Signature:**

* Go to “Home” < “New Email” < A new Window will Pop-Up
* Go to “Signature” < Click on “Signatures” from the drop down menu (a new pop-up will appear)
* Click on New and add signature as you like



**How to find TAMUC email directory for all Staff and Faculty:**

* Go to “Home” < “New Email” < A new Window will Pop-Up
* Go to “To” (a new pop-up will appear), where we can search by Name.

