EVMS TECH INTEGRATION: BACK UP AND RESTORE EMAIL SIGNATURES (MAC)

How to back up email signatures

1. Open Microsoft Outlook, click on **Microsoft Outlook** at the top then hit **Settings**.



2. Click on Signatures.



3. Select the name of the signature you wish to back up, and hit **Edit**.



Information Technology Services

www.odu.edu/its 2 (757) 683-3192 itshelp@odu.edu 1100 Monarch Hall oduitshelp ¥odu_its 4. In the pop out window, highlight your email signature, right click to **Copy**, then paste it into a new document. Save the document to your backup location (OneDrive, network share, etc.).

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How to restore email signatures

- 1. Open Microsoft Outlook.
- 2. Open the document containing your email signature.
- 3. Copy your email signature from the document.
- 4. Switch to Microsoft Outlook, hit Microsoft Outlook on the top and click **Settings**.



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5. Click on **Signatures**.

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6. Select the name of the signature you wish to restore, and hit **Edit**.

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7. In the pop out window, paste your email signature and hit **Save**.

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