EVMS TECH INTEGRATION: BACK UP AND RESTORE EMAIL SIGNATURES

How to back up email signatures

- 1. Close Microsoft Outlook, if it's currently open.
- 2. In the Windows search box, type **%APPDATA%\Microsoft\Signatures** and press **Enter**.
- 3. Go to the File Explorer location and copy all files and folders in the %APPDATA%\ Microsoft\Signatures hierarchy to your backup location (OneDrive, network share, etc).

> This PC > Local Disk (C:) > Users > Staff > AppData > Roaming > Microsoft > Signatures			
Name	Date modified	Туре	Size
Caroline Archive	5/23/2023 8:38 AM	File folder	
Cutlook Web Signature Staff@odu.edu files	5/23/2023 9:08 AM	File folder	
Signature Staff@odu.edu _files	5/23/2023 8:38 AM	File folder	
C Outlook Web Signature Staff@odu.edu .htm	5/23/2023 9:08 AM	Microsoft Edge H	42 KB
Dutlook Web Signature Staff@odu.edu .rtf	5/23/2023 9:08 AM	Rich Text Format	45 KB
Outlook Web Signature Staff@odu.edu .bxt	5/23/2023 9:08 AM	Text Document	1 KB
C Signature Staff@odu.edu .htm	5/23/2023 8:38 AM	Microsoft Edge H	41 KB
Signature Staff@odu.edu rtf	3/10/2023 1:34 PM	Rich Text Format	45 KB
Signature Staff@odu.edu .txt	3/10/2023 1:34 PM	Text Document	1 KB

How to restore email signatures

- 1. Make sure Outlook is closed.
- 2. Open the backup location where your signatures files are stored.
- 3. In the Windows search box, type **%APPDATA%\Microsoft\Signatures** and press **Enter**.
- 4. Copy files from the backup location back to %APPDATA%\Microsoft\Signatures.
- 5. Open Outlook and navigate to File > Options > Mail > Signatures. Your signatures should be listed there.



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