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| A blue and green text  Description automatically generated | ***[insert name]***  [insert title]  Michigan Developmental Disabilities Institute | Wayne State  4809 Woodward Avenue, Suite 268, Detroit, MI, 48202  <https://ddi.wayne.edu/>  Phone:  Email: |

Modify the name, title, and email address to your needs. Once you’re finished, you can copy and paste this from word into Outlook. You’ll want to make sure to copy and paste this in the desktop Outlook app.

1. Click on File in the Outlook menu bar.
2. Then click Options.

1. Click on Mail in the Outlook Options dialog box.
2. Then click on Signatures. This will cause the Signatures and Stationery menu to appear.

1. In the Email Signature tab, click on New.

1. Type in a name for your signature in the pop-up box and click OK.
2. Copy and paste signature from Word in the Edit Signature box.
3. In the New Messages dropdown, you can choose which email signature to attach to all new messages. Outlook will then automatically add the selected signature every time you create a new message.
4. Please feel free to contact me at [rbelton@wayne.edu](mailto:rbelton@wayne.edu) if you have any questions or issues.