Email Signature Setup

Desktop App Version- [Watch this video on how to access the signature page for Outlook Desktop App](#)

Web Based Version- [Watch this video on how to access the signature page for Outlook through the Web](#)

Copy/Paste This Generic Signature template and edit to your own!!! Disclaimer: There are logos that match the campus logo; you can copy/paste a colleague's school colored logo from one of their emails and replace the district one below.

[Your name here]
[Job Title Here]
Goose Creek CISD

Phone: [Campus phone here] ext. [00000]
Email: [enter here]

www.gccisd.net