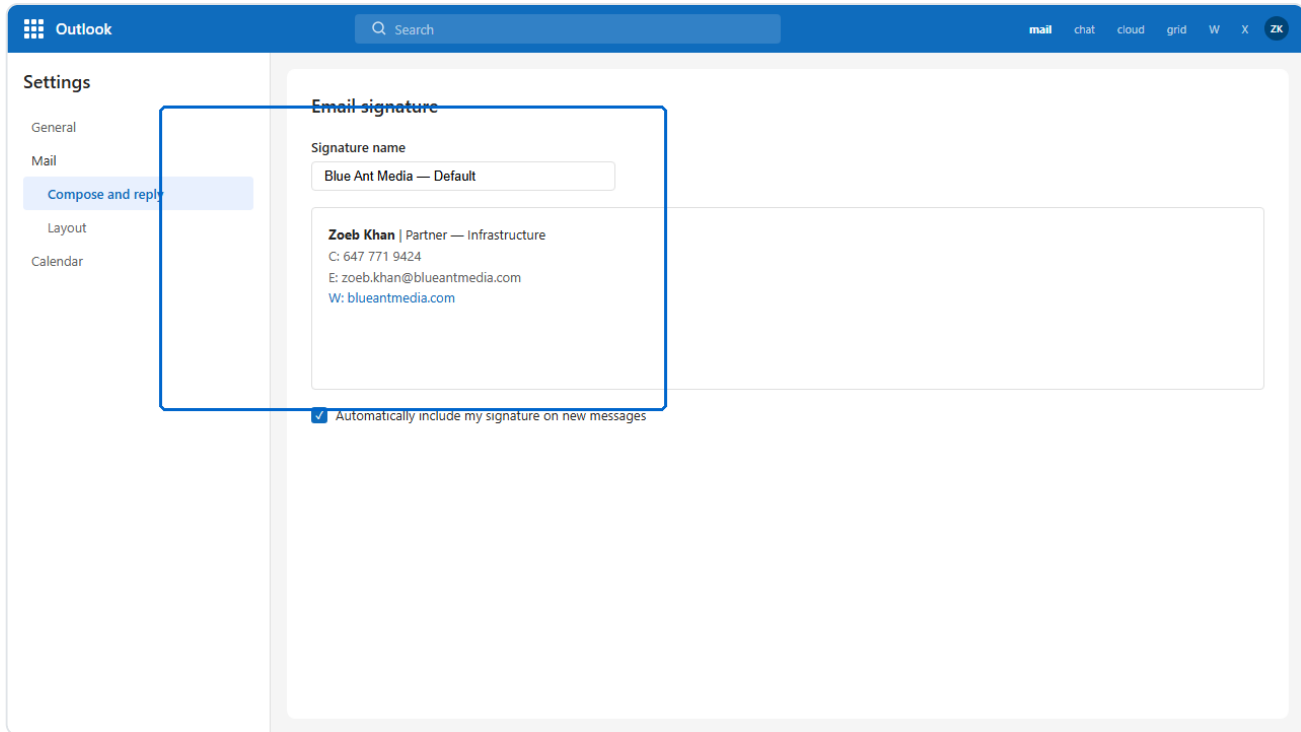


Set Up Your @blueantmedia.com Signature

After migration, you'll need to set up your email signature in Outlook with your new @blueantmedia.com address.



Creating your email signature in Outlook settings

Outlook Desktop App

Step 1

Open Outlook → **File** → **Options** → **Mail** → **Signatures**

Step 2

Click "**New**". Name it (e.g., "Blue Ant Standard").

Step 3

In the editor, enter your signature. Recommended format:

Your Name | Title
Blue Ant Media
P: (xxx) xxx-xxxx
E: yourname@blueantmedia.com

Step 4

Under "Choose default signature," set it for **New messages** and **Replies/forwards**.

Step 5

Click **OK**. Send yourself a test email to verify.

Outlook Web App

Step 1

Go to **outlook.office.com** → Settings (gear icon) → **Mail** → **Compose and reply**

Step 2

Under "Email signature," enter your signature text using the formatting toolbar.

Step 3

Check "**Automatically include my signature on new messages**" and "**on replies and forwards.**"

Step 4

Click **Save**.

TIP

If Blue Ant IT provides an official signature template (HTML), paste it using **Ctrl+V** in the signature editor. The formatting will be preserved.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.