Procedure to set up your BDC email signature

Steps to set up your BDC email signature

01.

Go to: https://outlook.office365.com/owa
Enter your **BDC** email address and your **password**.
Then click on sign in.

Sign in with your work or school account

someone@example.com
Password

Sign in   Cancel

Can't access your account?

02.

Click on the gear icon >
Mail then **email signature**

Settings
×
Search all settings

Automatic replies
Create an automatic reply (Out of office) message.

Display settings
Choose how your Inbox should be organized.

Offline settings
Use this computer when you're not connected to a network.

Manage add-ins
Turn add-ins from your favorite app vendors on and off.

Manage connectors
Connect Outlook to your favorite services.

Theme
Default theme

Notifications
On

Your app settings
Office 365
Mail
Calendar
People

⊕ Options

Shortcuts
▸ General
⊿ Mail
  ⊿ Automatic processing
    Automatic replies
    Inbox and sweep rules
    Junk email reporting
    Mark as read
    Message options
    Read receipts
    Reply settings
  ⊿ Accounts
    Block or allow
    POP and IMAP
  ⊿ Layout
    Conversations
    Email signature
    Message format

03.

Enter your email signature in the following format:

FirstName LastName, Titre (Pronouns)

Consultant, BDC Advisory Services | Consultant(e), BDC Services-conseils
T 123-123-1234   **C** 123-123-1234   **F** 123-123-1234
bdc.ca

Note : Do not include the BDC logo.

04.

Check the two (2) following boxes:
➔ Automatically include my signature on new messages I compose;
➔ Automatically include my signature on messages I forward or reply to.
Save your signature

🖫 Save   ✕ Discard

Email signature

☑ Automatically include my signature on new messages I compose

☑ Automatically include my signature on messages I forward or reply to

FirstName LastName, Titre (Pronouns)
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bdc.ca