**To create a new Years of Service (YOS) email signature on PC:**

1. Open your Years of Service signature image and click copy.

2. Open a new email message.

3. On the **Message** menu, select **Signature** > **Signatures**.

   Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.
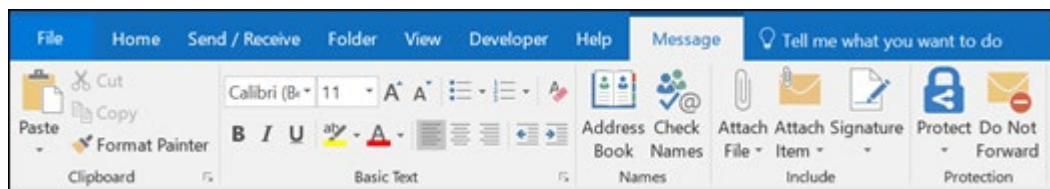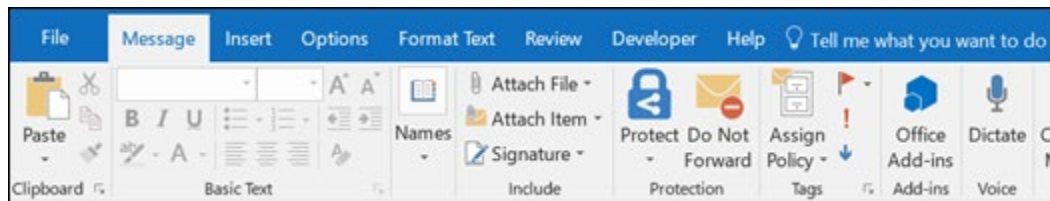

4. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.

5. Under **Edit signature**, compose your signature. Below your signature, paste the image. Only CU approved signature banners should be included.

6. Since Outlook does not keep the alternative text in the image pasted, you need to manually add it. Click on the image and select **Picture** from the drop-down menu. Click the last tab in the pop-up box named **Alt Text**. Add a description of the image and click **OK**.

7. Click **Save**.

8. Set this as your new default signature for new messages and replies/forwards.
   - Reopen the **Signature** window by selecting **Signature** from the mail menu.
   - Use the dropdown menus within the **Choose default signature** section on the top right of the screen to make your UIS Impact Report signature your default.
   - Click the **OK button** to save your changes.

To create a new Years of Service (YOS) email signature on Mac:

1. Open your Years of Service signature image and click copy.

2. Select Outlook in the top left corner.
3. Select Preferences or Settings.
4. Under Email, select Signatures.
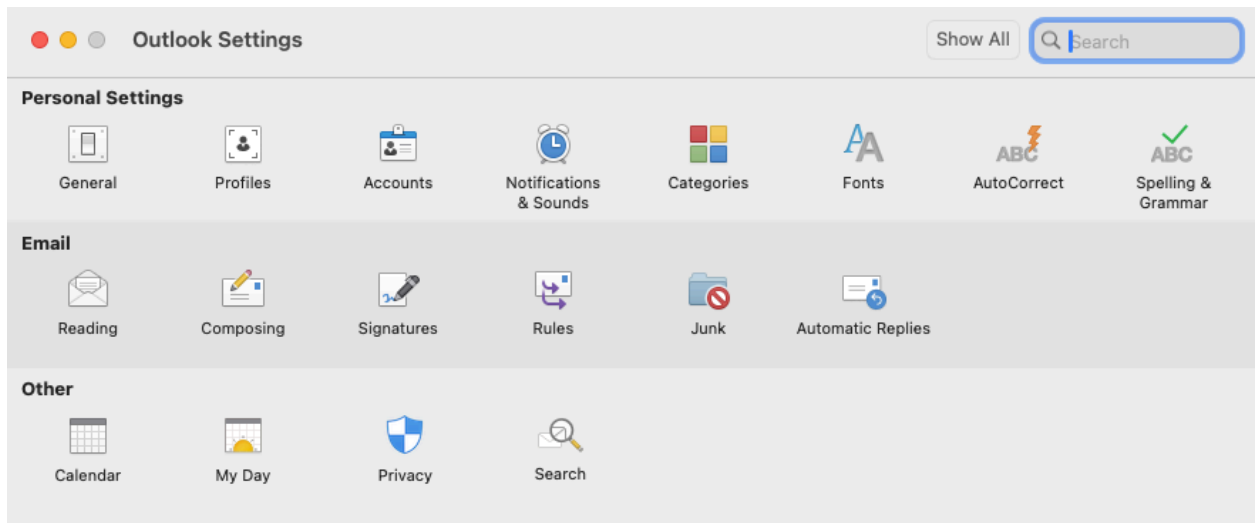
5. Click the signature name you want to add your Years of Service image to.
6. Click Edit.
7. Below your signature, paste the image.
8. Since Outlook does not keep the alternative text in the image pasted, you need to manually add it. Control click on the image and select Edit Alt Text. Add a description of the image and click OK.
9. Click Save.