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www.odu.edu/its

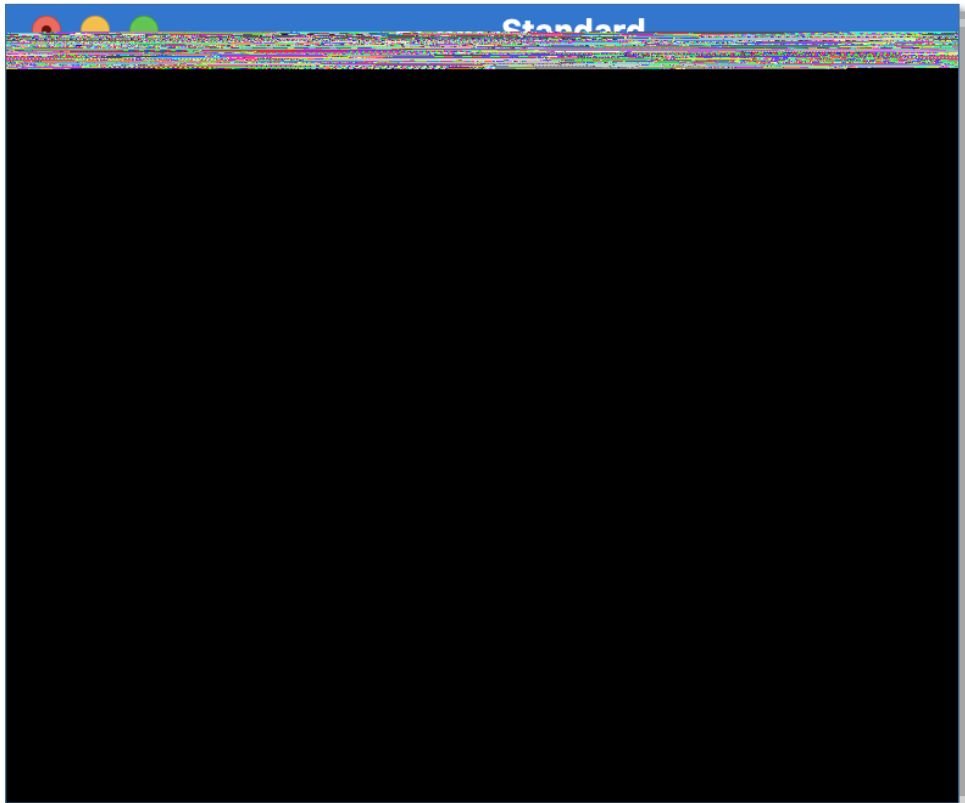
 (757) 683-3192

 itshelp@odu.edu

 1100 Monarch Hall

 [oduitshelp](#)  [odu_its](#)

4. In the pop out window, highlight your email signature, right click to **Copy**, then paste it into a new document. Save the document to your backup location (OneDrive, network share, etc.).



How to restore email signatures

1. Open Microsoft Outlook.
2. Open the document containing your email signature.
3. Copy your email signature from the document.
4. Switch to Microsoft Outlook, hit Microsoft Outlook on the top and click **Settings**.

