

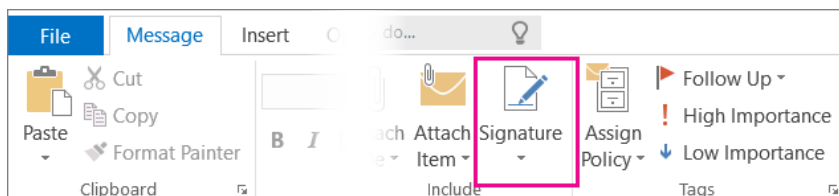
Email Signature Guide

The following information is to assist you and your campus in creating and inserting signatures in Outlook. There are instructions for both Mac and PC users. This guide is accompanied by *Email Signature Template Sheet #1*.

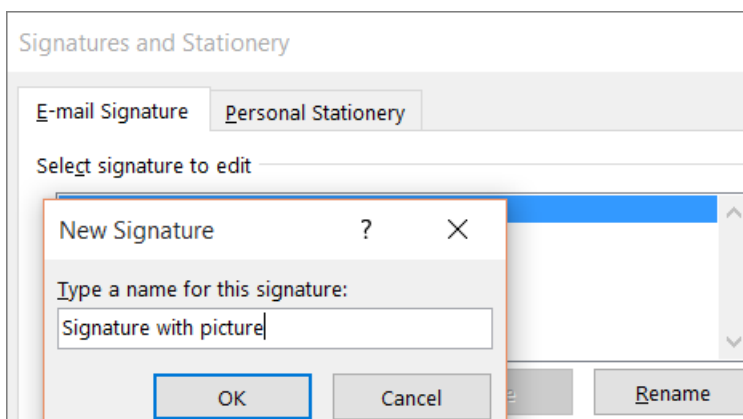
Before adding a signature to your email, you should see *Email Signature Template Sheet #1* and fill in the information accordingly, so that you are able to complete the steps below. Please note, the signature template was developed to be used in HTML emails. Therefore, text emails will not show images, if you do decide to include a logo/photo in your email signature.

PC Users should use the following instructions:

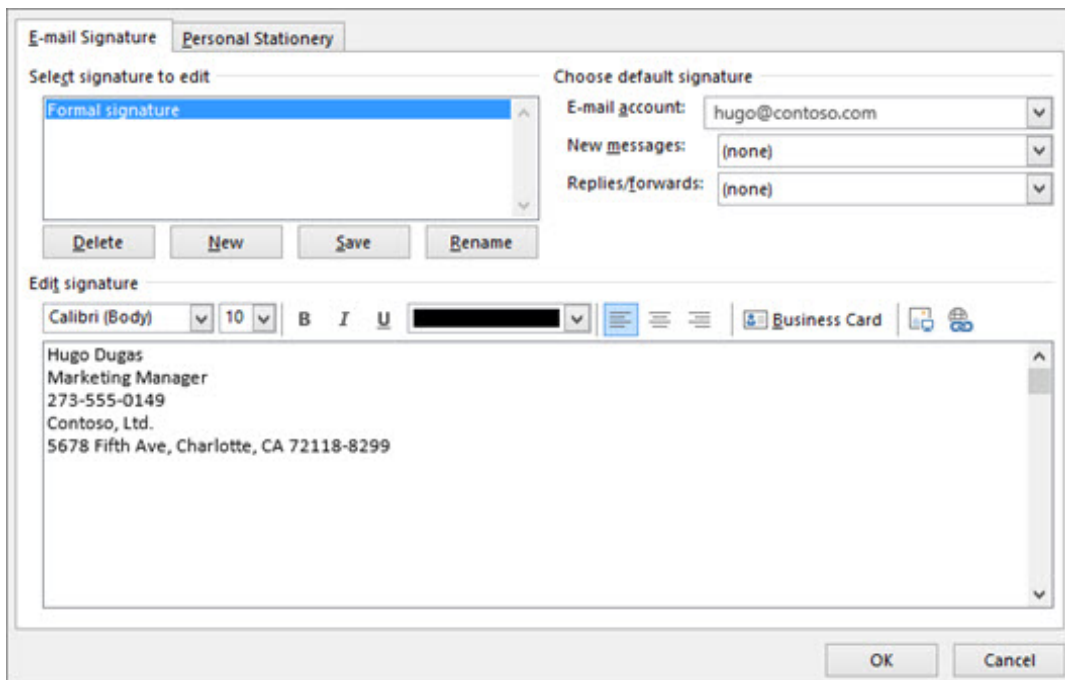
1. On the **Home** tab, click **New Email**.
2. On the **Message** tab, click **Signature > Signatures**.



3. On the **E-mail Signature** tab, click **New**.
4. In the **Type a name for this signature:** box create a unique name for your signature.
If you create multiple signatures, this will help you identify this particular signature when you add it to an email later on.

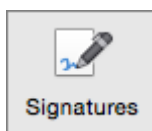



5. In the **Edit Signature** box, copy and paste the information you have on *Email Signature Template Sheet #1* and add your personal information.
(**Note:** The logo image will not appear in the Email Signature box. Only when you save and insert the signature into your email body will it appear.)
6. Click OK to finish creating the signature.
7. To add your new signature automatically to all your outgoing messages you can:
 - a. On the **Message** tab, in the **Include** group, choose **Signature > Signatures**.
 - b. In the **Email Signature** tab locate the **Choose default signature** options (located on the upper right hand side). Choose the **Email account** you want the signature to appear and whether or not you want your signature to appear on new messages, replies, forwards or all of the above.
 - c. Click OK to save your settings.

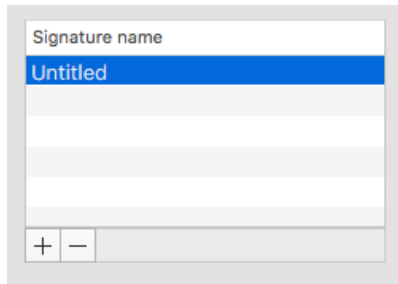


Mac Users should use the following instructions:

1. On the Outlook drop down menu, click **Preferences**.
2. Under **Email**, click the **Signatures** icon.

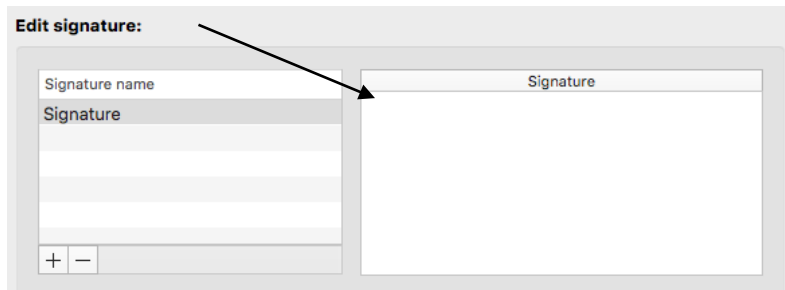


3. Click **Add a signature** using the  icon. A new signature will appear under the header **Signature name** with the name **Untitled**.



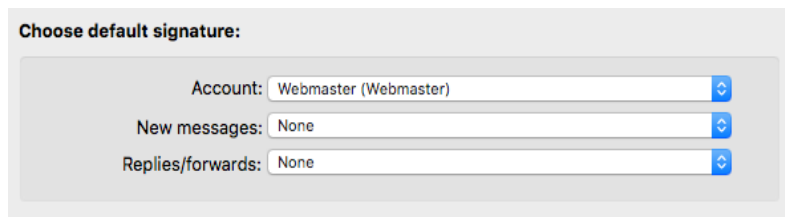
A screenshot of a list box titled 'Signature name'. The list contains several items, with 'Untitled' highlighted in blue. Below the list are '+' and '-' buttons for adding or removing items.

4. Double click **Untitled** and then type a name for the signature. The name you select will not appear in your signature and instead is for your personal reference.
5. In the right pane, type the text that you want to include in your signature. You should be able to copy and paste the information you filled in from *Email Signature Template Sheet #1*.



A screenshot of the 'Edit signature' dialog. It has two panes. The left pane is titled 'Signature name' and contains a list with 'Untitled' selected. The right pane is titled 'Signature' and is empty. An arrow points from the 'Untitled' item in the left pane to the right pane.

6. To add a signature automatically to all your messages you can use the **Choose default signature** section.



A screenshot of the 'Choose default signature' section. It contains three dropdown menus: 'Account:' with 'Webmaster (Webmaster)' selected, 'New messages:' with 'None' selected, and 'Replies/forwards:' with 'None' selected. Each dropdown has a blue arrow button on the right.

- You can specify whether you want the signature to be added to new messages, replies, forwards or both.
7. Close **Signatures** box.