Creating an Email Signature in Office 365

It is helpful to your message recipients when you provide contact information. An easy way to do this is to add a signature at the end of each message with your name, department, telephone number and other relevant information.

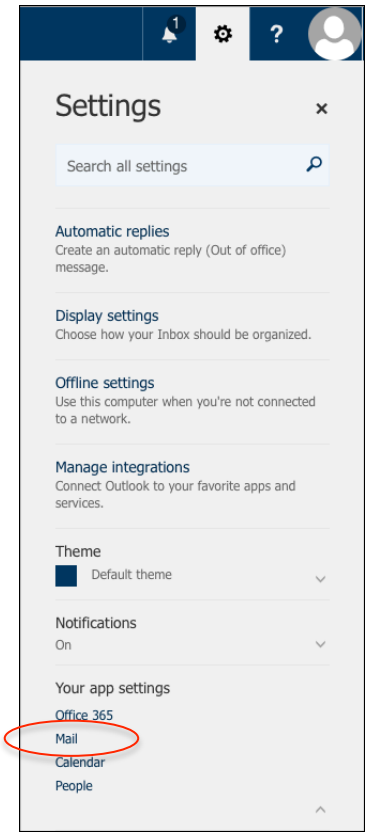
For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

1. Open a web browser, and log into the myUMassD portal at https://my.umassd.edu.
2. From the Quicklaunch menu, select **Office 365**, then log in again if necessary.
3. On the Office 365 page, click the **Mail** button.
4. The Mail window is displayed, as shown here.

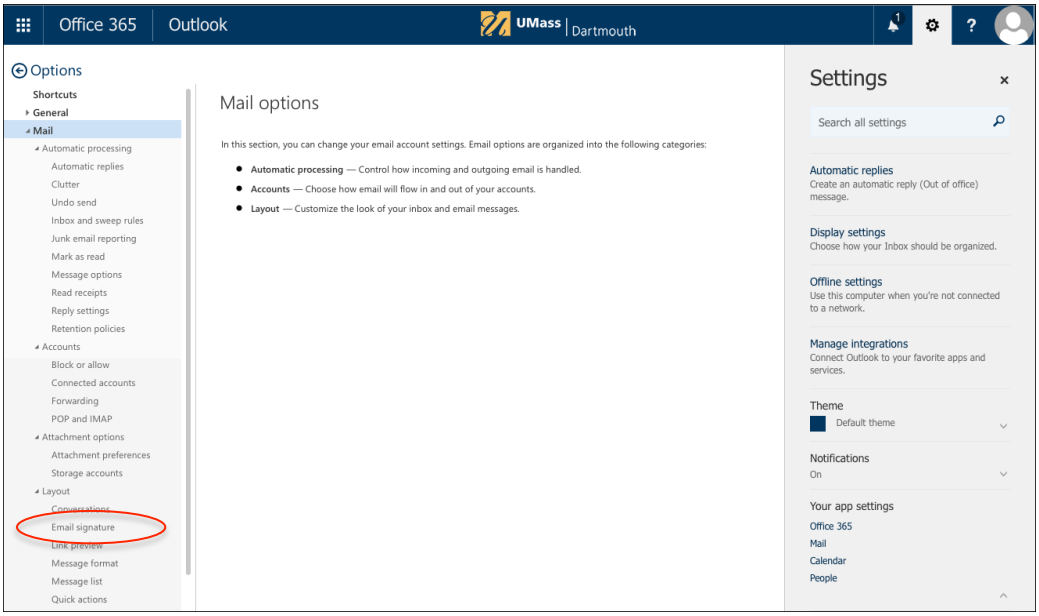
Click the **Settings** button in the upper right corner.

5. The Settings pane opens on the right.

   Click the **Mail** link near the bottom.

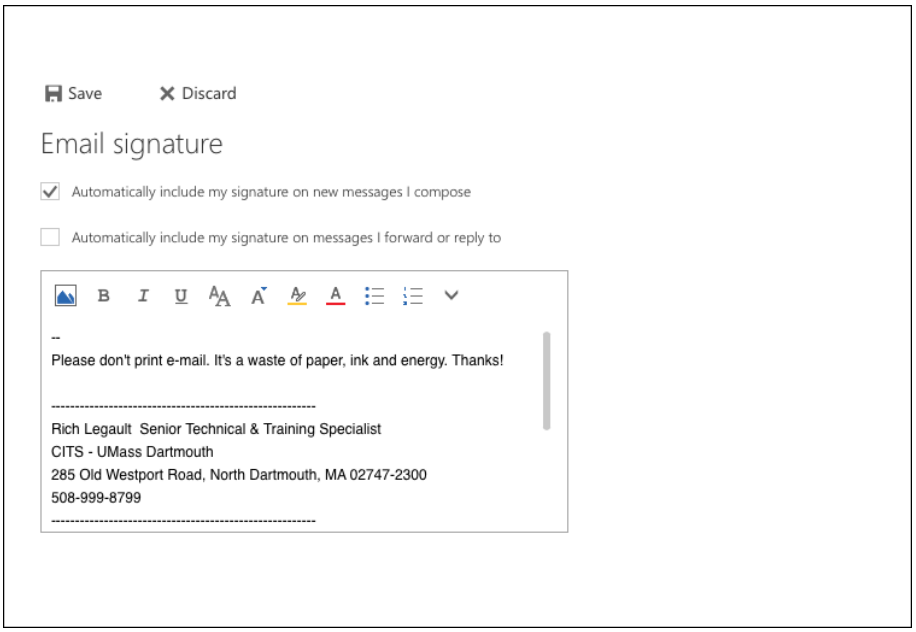


The Mail options are displayed.



6. Click to select **Email signature** in the left column.

   The Email signature is displayed.

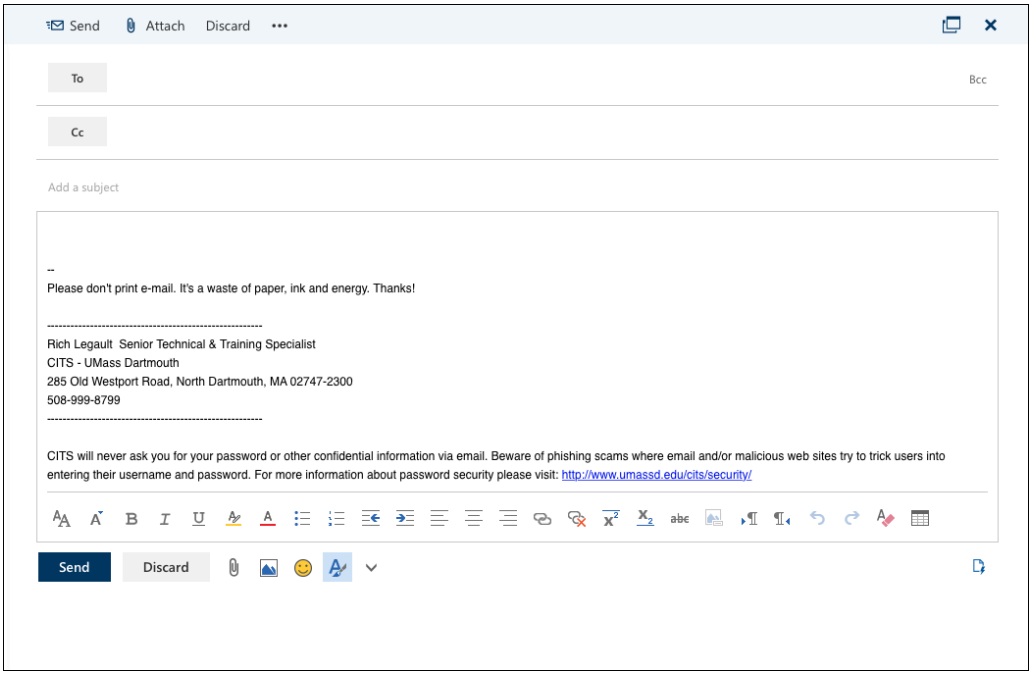


7. Enter your email signature into the field provided. Signatures can contain text, small images, and hyperlinks. Use the toolbar buttons to apply formatting.

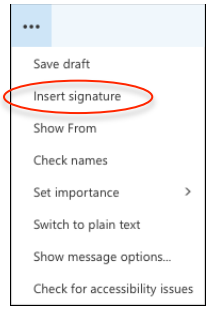
8. Click to select the checkboxes above the signature field to determine when your signature will be included. You can add it to **new** messages, messages that you **forward or reply to**, or both.

9. When your signature is complete, click **Save** at the top of the page.

   Your signature is automatically included in new messages, as shown in the example below.



   If you did not select the automatic signature options, you can add a signature to any outgoing message manually.

10. At the top of the message composition area, click the **More** button (**…**), then select **Insert signature** from the menu.

    Your signature is added to the message at the insertion point.