

# KPU IT Department

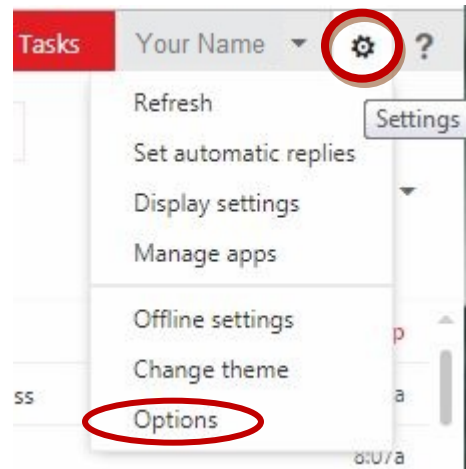
## Outlook WebApp – Email Signature



### Outlook WebApp – Creating an Email Signature

If you use both Outlook on-campus and the Outlook Web App off-campus, you need to create a signature in each.

1. At the top right of the Outlook Web App, click the **Gear** and then **Options**.



2. Under the **options** heading, click on **settings**.

In the **E-Mail Signature** box, type and format your signature.

Click the outlined button to **Insert a Horizontal Rule** line at the top of the signature (improves appearance).

**Note:** You can't include an image file (such as a .gif or .tif) in your signature in Outlook Web App.

You can copy-and-paste this text into your Webmail signature and edit with your own information.

Your Name (and title)  
Your Department  
t 604-599-xxxx  
kpu.ca

**Kwantlen Polytechnic University** ► **Where thought meets action**

This email may contain confidential and/or privileged information. If you received this email in error please delete the email and inform the sender immediately. Unauthorized distribution or use is strictly prohibited.

Outlook Web App Your Name ?

options

- account
- organize email
- groups
- site mailboxes
- settings**
- phone
- block or allow
- apps

mail calendar regional

### email signature

Calibri 12 B I U abc

Your Name (and title)  
 Your Department  
 t 604-599-xxxx  
 kpu.ca/it

**Kwantlen Polytechnic University ► Where thought meets action**

☒ Automatically include my signature on messages I send

save

### read receipts

Choose how to respond to requests for read receipts.

- ☒ Ask me before sending a response
- ☐ Always send a response
- ☐ Never send a response

### reading pane

When writing email messages:

- ☒ Type in the reading pane
- ☐ Type in a new window

- To add your signature to all outgoing messages, tick the **Automatically include my signature on messages I send** check box.

If you don't select the box to automatically add your signature to messages, you can still add it manually to individual messages.

- Click **Save**.

Call the IT Service Desk for assistance with configuring your email signatures.



**The Service Desk Team**  
 System Support Technologists, IT Service Desk  
 t 604.599.2116  
 e [servicedesk@kpu.ca](mailto:servicedesk@kpu.ca)  
[kpu.ca/](http://kpu.ca/)

**Kwantlen Polytechnic University ► Where thought meets action**

This email may contain confidential and/or privileged information. If you received this email in error please delete the email and inform the sender immediately. Unauthorized distribution or use is strictly prohibited.