

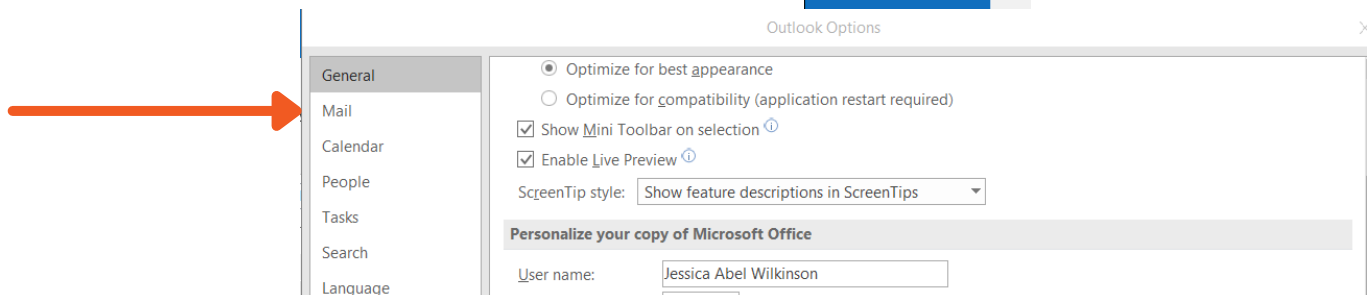
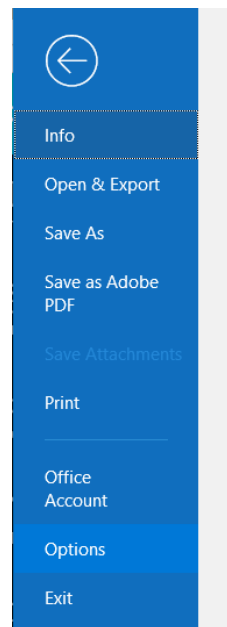
HOW TO SET AN EMAIL SIGNATURE IN OFFICE 365

SETTING AN EMAIL SIGNATURE WITH THE OUTLOOK DESKTOP APPLICATION

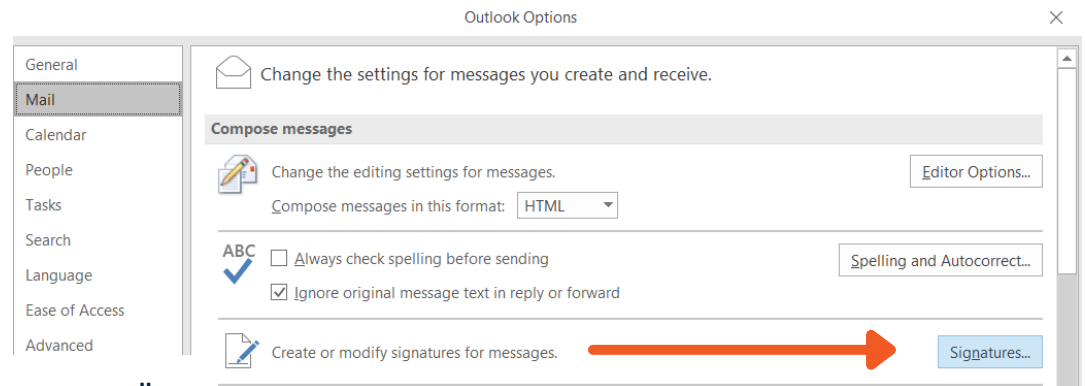
Setting an email signature is an important element of establishing your personal professional identity. Follow the steps below to set one up in the Outlook desktop client

- Open Outlook on your desktop
- Click "File" at the top of the screen, then select "Options" on the bottom-left side of the screen.

- Then, select "Mail"



HOW TO SET AN EMAIL SIGNATURE IN OFFICE 365 (CONT.)

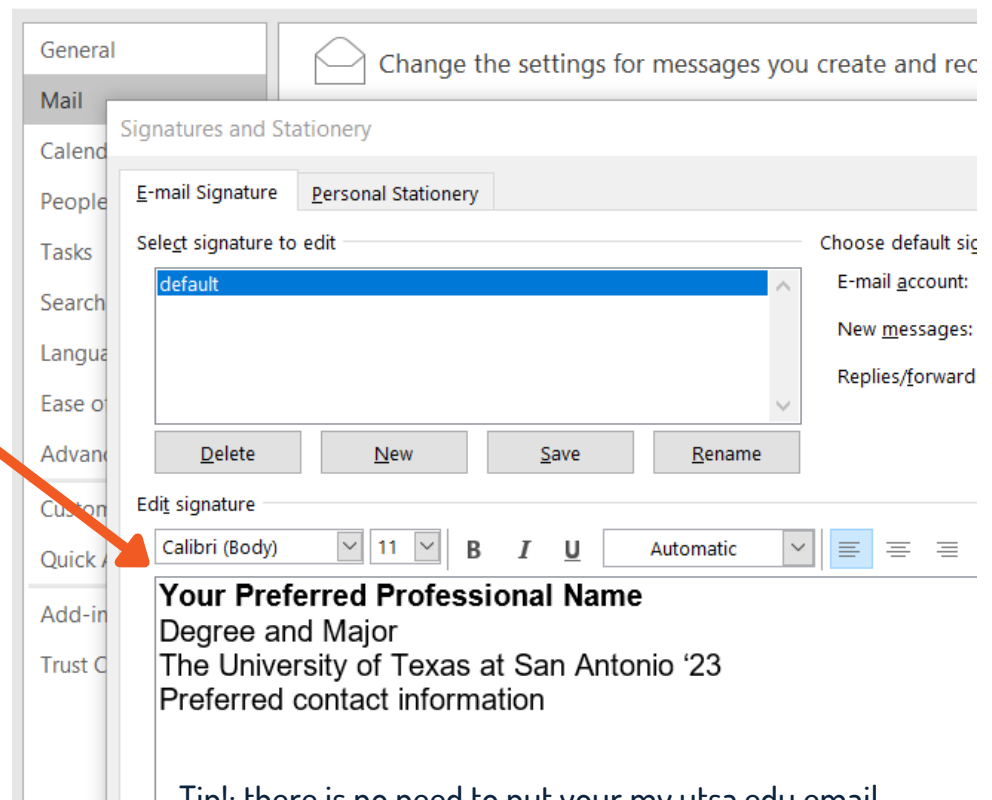


- Click "Signatures..."

This is where you can
create your email
signature.

It's a good idea to
include:

Your full professional name
Degree and Major
University & Graduation Year
Preferred contact information
(ideally, one phone number
and/or external email.



Tip!: there is no need to put your my.utsa.edu email
address in your email signature, since your audience
can see it every time you send a message!

To maintain a professional image, it's best to avoid colors, quotes,
images, and "fancy" fonts.