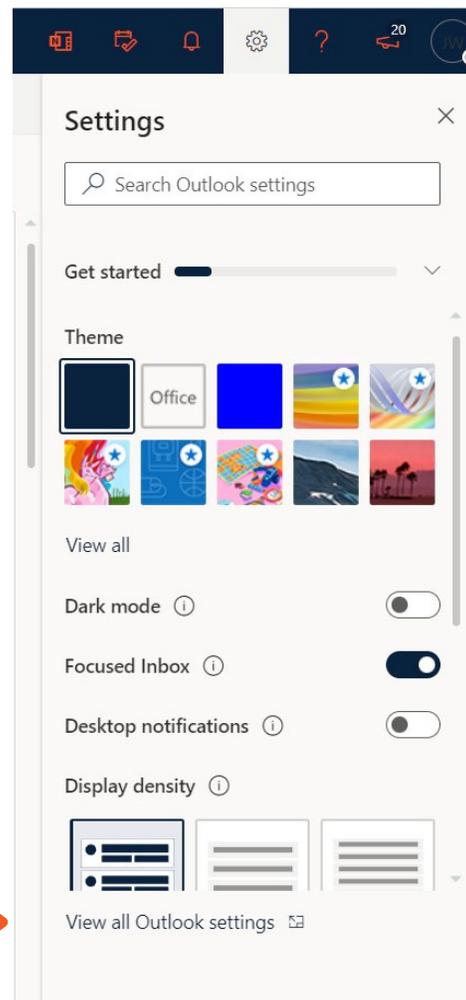# HOW TO SET AN EMAIL SIGNATURE
IN OFFICE 365

SETTING AN EMAIL SIGNATURE WITH OUTLOOK ON THE WEB

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

- Sign in to portal.office.com and open Outlook
- Click the Settings Gear Icon
- Click "View all Outlook settings"

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HOW TO SET AN EMAIL SIGNATURE
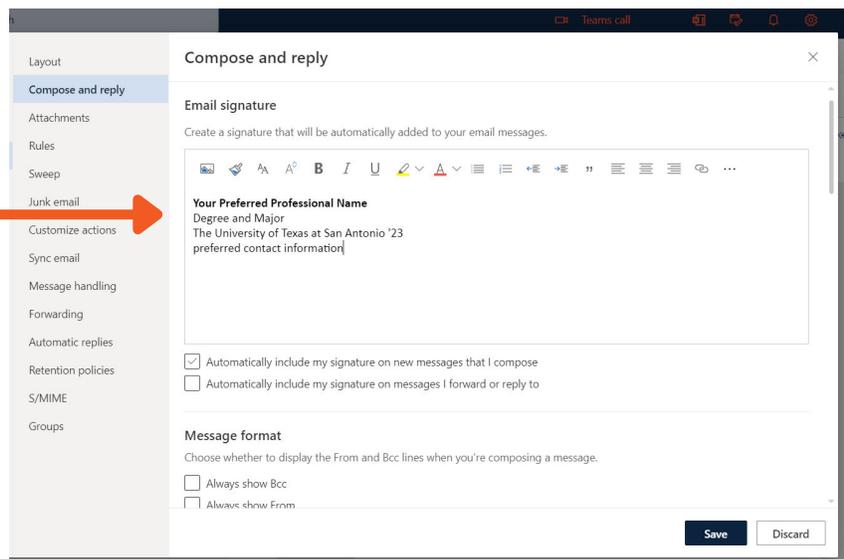# IN OFFICE 365 (CONT.)
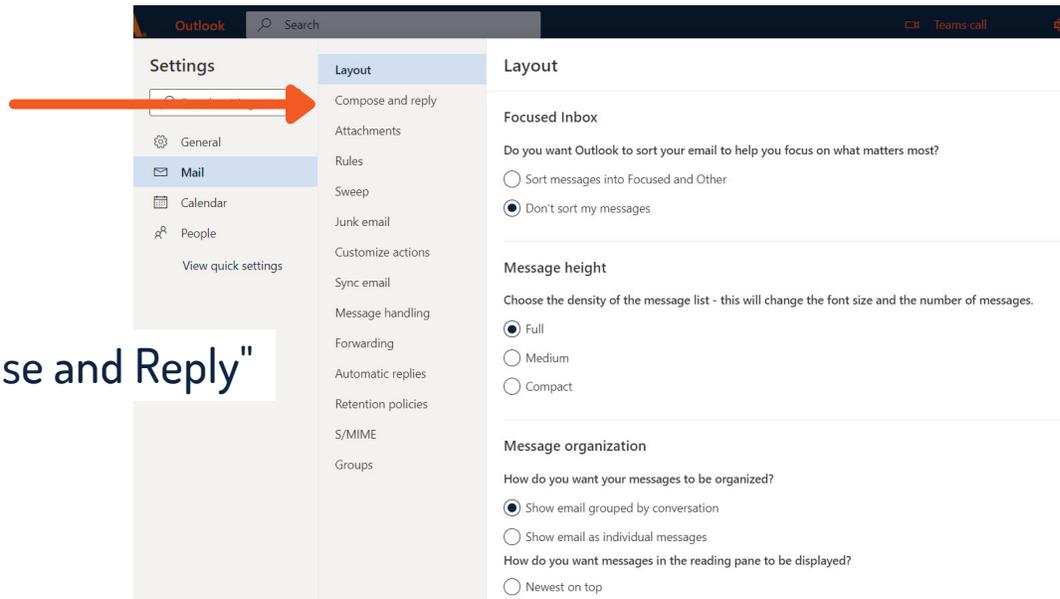
- Click "Compose and Reply"

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.