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"
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.