## 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 <u>portal.office.com</u> 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.

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Layout	Compose and reply ×
Compose and reply	
Attachments	Email signature
Rules	Create a signature that will be automatically added to your email messages.
Sweep	$\blacksquare \hspace{0.1 cm} \checkmark \hspace{0.1 cm} A_{A} \hspace{0.1 cm} A^{\circ} \hspace{0.1 cm} \textbf{B} \hspace{0.1 cm} I \hspace{0.1 cm} \underline{\cup} \hspace{0.1 cm} \underline{\swarrow} \lor \hspace{0.1 cm} \underline{A} \hspace{0.1 cm} \lor \hspace{0.1 cm} \equiv \hspace{0.1 cm} \models \hspace{0.1 cm} \bigstar \hspace{0.1 cm} " \hspace{0.1 cm} \underline{\blacksquare} \hspace$
Junk email	Your Preferred Professional Name
Customize actions	Degree and Major The University of Texas at San Antonio '23
Sync email	preferred contact information
Message handling	
Forwarding	
Automatic replies	
Retention policies	Automatically include my signature on new messages that I compose
S/MIME	Automatically include my signature on messages I torward or reply to
Groups	Message format
	Choose whether to display the From and Bcc lines when you're composing a message.
	Always show Bcc
	Always show From
	Save Discard

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.