HOW TO SET AN EMAIL SIGNATURE
IN OUTLOOK FOR MAC

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 Outlook for Mac.

- Select New Email.
- Select Signature > Signatures.
- Select + and type a name for the signature.
- Under Signature, type your signature and format it the way you like.
- Under New messages, select your signature.
- Select the red circle in the upper left to close.
- Select New Email to see the signature you created.

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.

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