

Outlook Signature Guide

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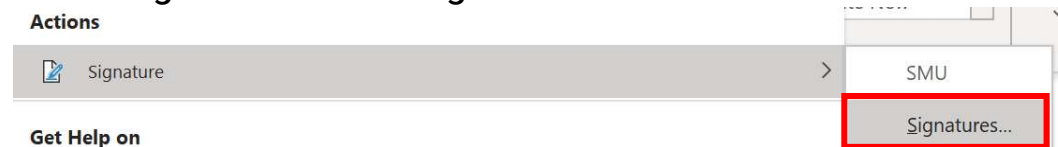
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Outlook 365 Desktop Application

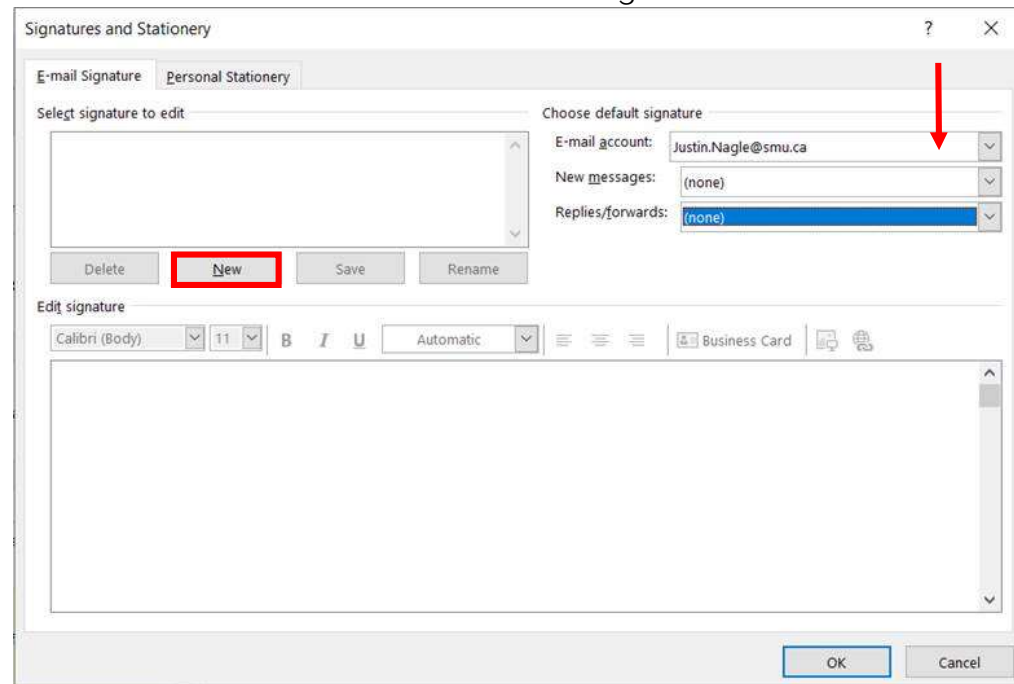
1. In order to set a signature in Outlook, first open Outlook Microsoft 365.
2. Type in **Signature** into the search bar.



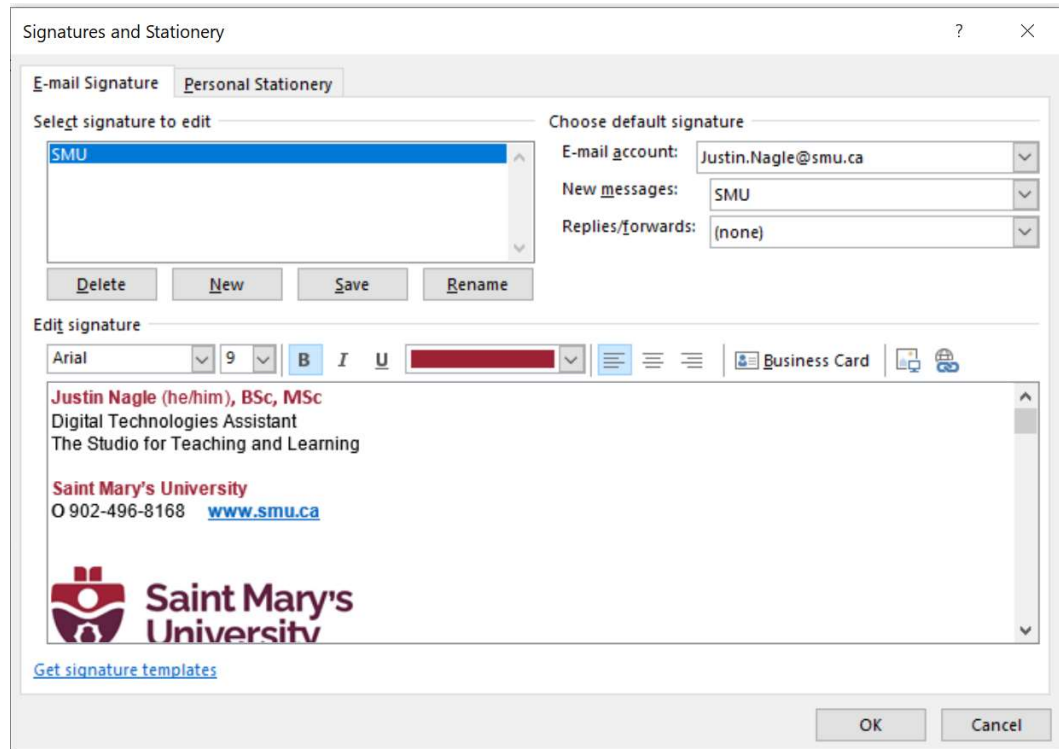
3. Click on **Signature** and select **Signatures...**



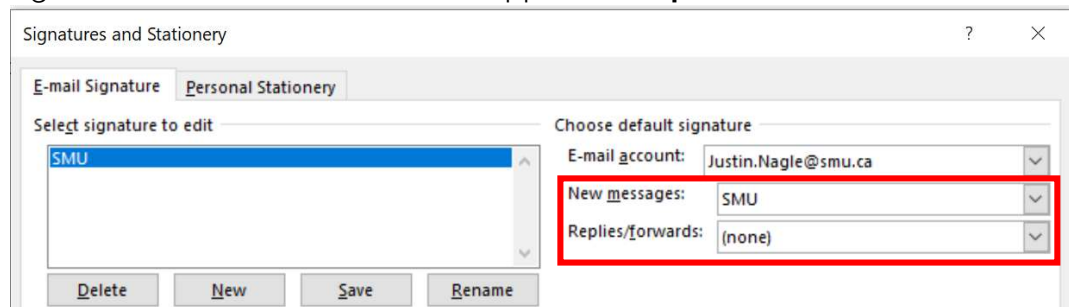
4. A new window will open. Make sure the proper email address is selected (arrow). Click **New** to make a new signature.



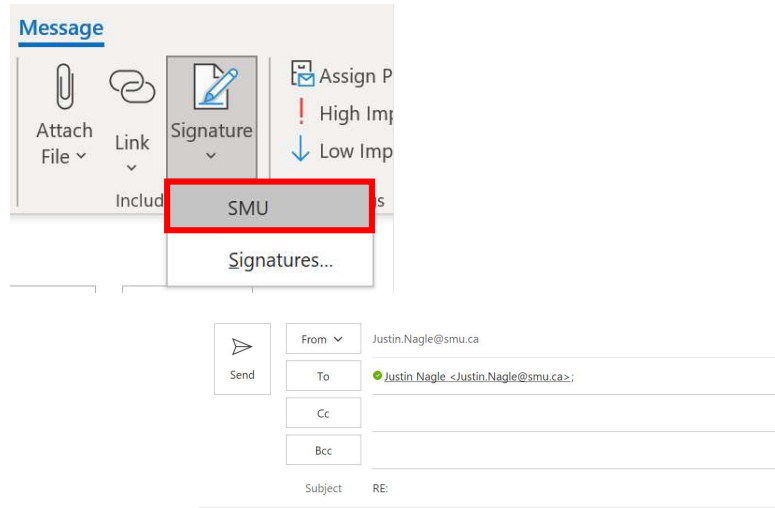
5. A new dialog box will open. Type in a unique name for the signature and click **OK**.
6. In the body of **Edit signature**, type in the various information you would like displayed in the signature (name, personal pronouns, education, position, company, company info/phone number, company logo, etc.).



7. If you want the signature to automatically load in the body of a new email, navigate to the **New messages:** and select the name of your signature. This method can also be applied to **Replies/forwards**.



8. To use your signature in an email, select the **Signature** dropdown in any New Email, Reply, Reply All, or Forward. This will insert your signature wherever the mouse cursor is in the body of the email.



mouse
cursor

→ Justin Nagle (he/him), BSc, MSc
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Outlook for Web

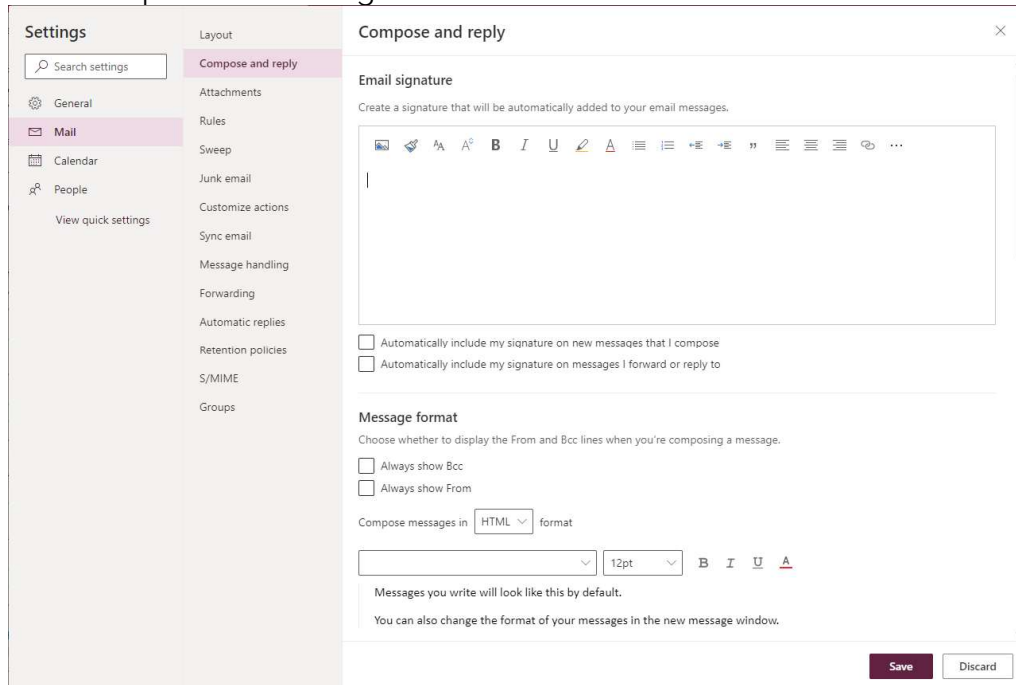
1. Open your favourite browser (Chrome, Edge, Firefox, Brave) and navigate to outlook.com and **sign in**.
2. Click on the **settings gear** in the top right.



3. This will bring up a search box. Type in **"Signature"** and hit enter.



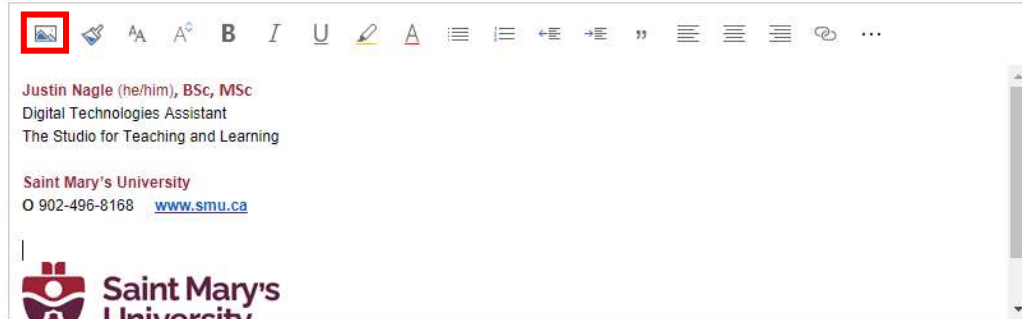
4. This will open a new dialog box.



5. Type in the various information you would like displayed in the signature (name, personal pronouns, education, position, company, company info/phone number, company logo, etc.).
****NOTE**** when inserting a company logo, the logo may not insert properly if you copy and paste. If this happens, the logo can be inserted as an image by clicking the following button and selecting the appropriate file path.

Email signature

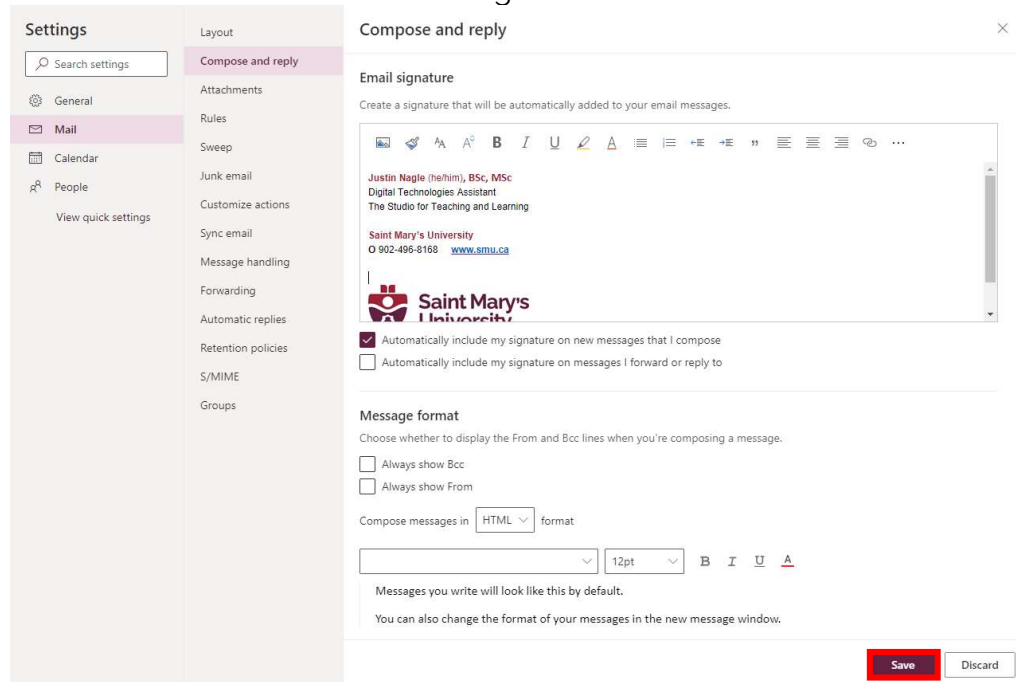
Create a signature that will be automatically added to your email messages.



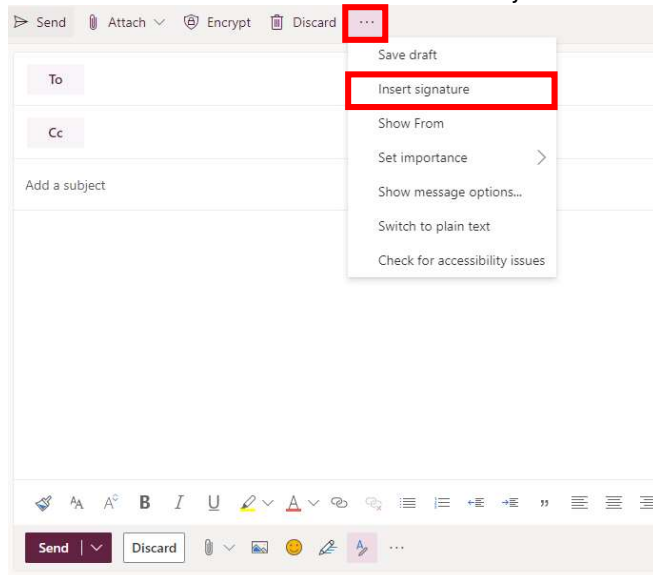
- If you want the signature to automatically load in the body of a new email, navigate below the email signature body and click the check box next to "Automatically include my signature on new messages that I compose". This can also be done for replies and forwards by clicking the check box "Automatically include my signature on messages I forward or reply to".

- Automatically include my signature on new messages that I compose
- Automatically include my signature on messages I forward or reply to

- Once the signature and relative settings are complete, remember to click save at the bottom of the dialog window.



- To manually insert your signature in an email, select the three ... dropdown and select **Insert Signature**. This will insert your signature below the mouse cursor is in the body of the email.



Send Attach Encrypt Discard ...


To

Cc

Add a subject

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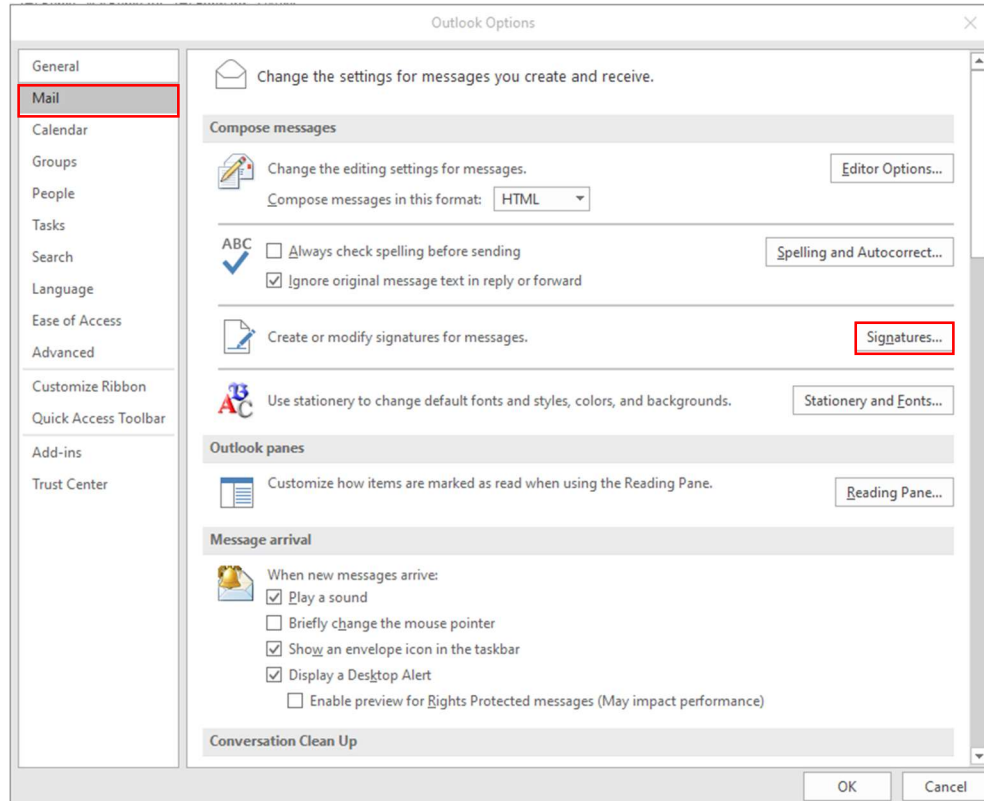
**Saint Mary's
University**

Send Discard Attach Image Smile Face Link Undo Redo ...

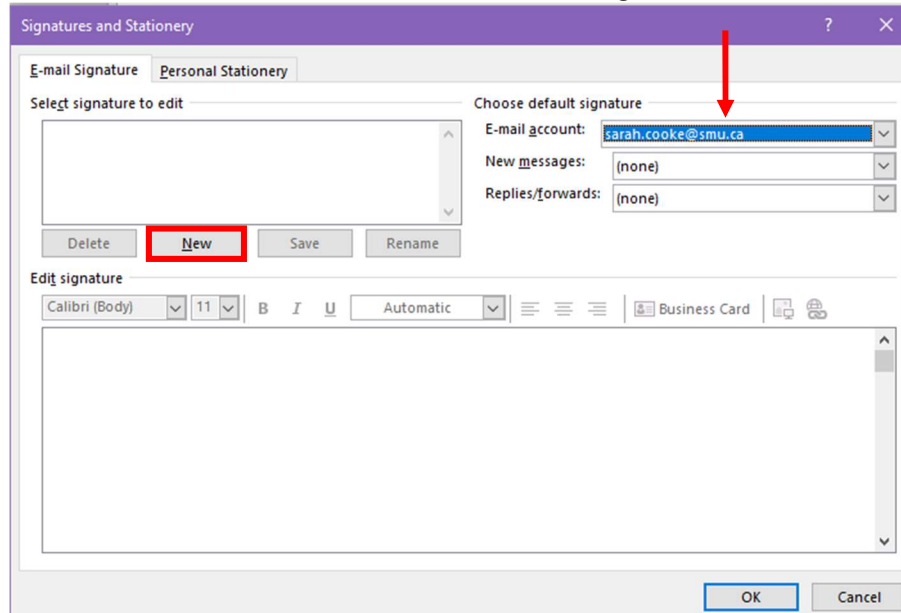
mouse
cursor

Outlook 2019 Desktop App

1. In order to set a signature in Outlook, first open Outlook 2019
2. Click on the **File** tab along the top ribbon
3. Select **Options** from the left navigation bar
4. A new window will open. Select the **Mail** tab from the list of options
5. Click **Signatures**



- A new window will open. Make sure the proper email address is selected (arrow). Click **New** to make a new signature.

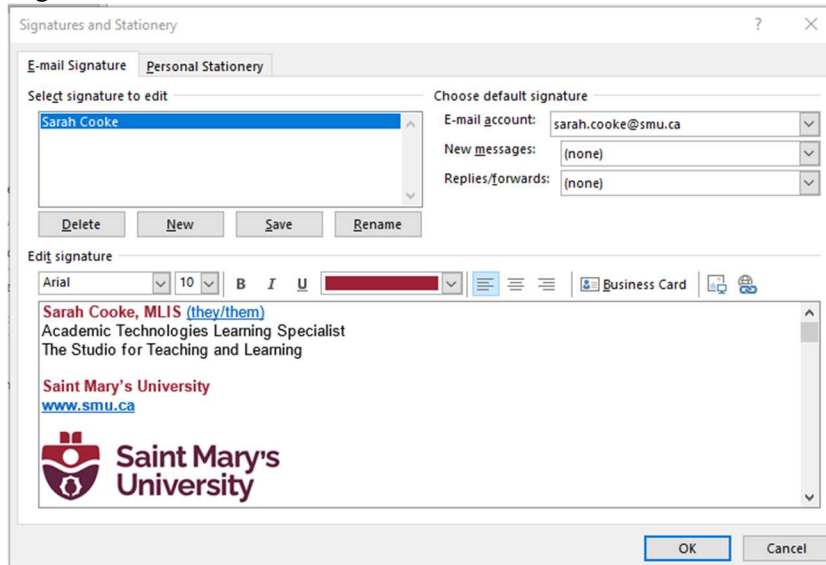


- A new dialog box will open. Type in a unique name for the signature

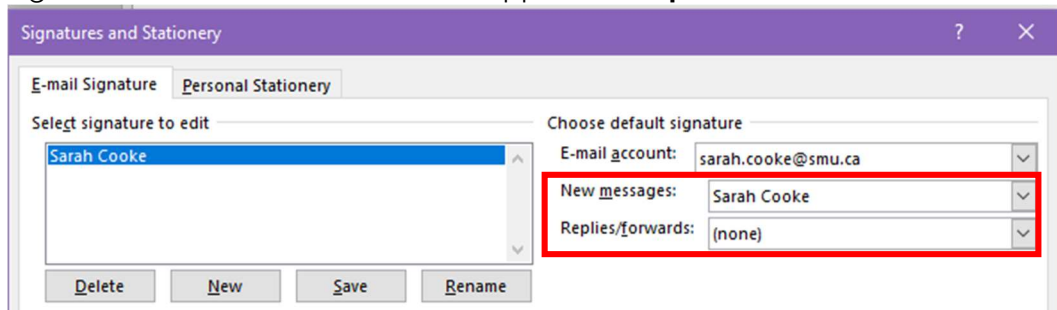


and click **OK**.

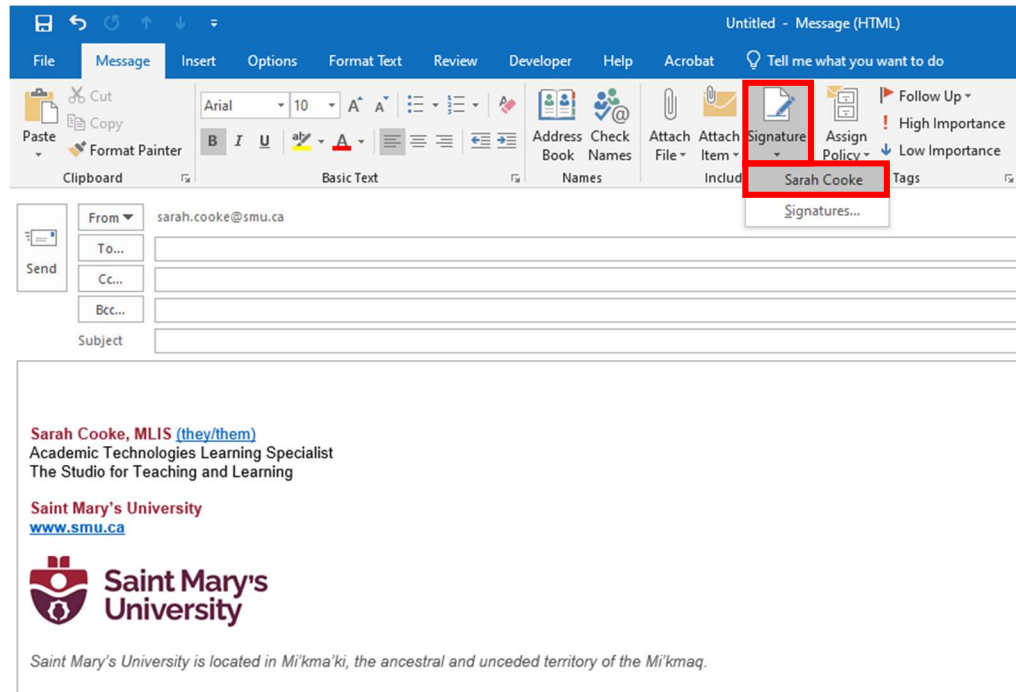
- In the body of **Edit signature**, type in the various information you would like displayed in the signature (name, personal pronouns, education, position, company, company info/phone number, company logo, etc.).



- If you want the signature to automatically load in the body of a new email, navigate to the **New messages:** and select the name of your signature. This method can also be applied to **Replies/forwards**.




- To use your signature in an email, select the **Signature** dropdown in any New Email, Reply, Reply All, or Forward. This will insert your signature wherever the mouse cursor is in the body of the email.



The screenshot shows the Microsoft Word ribbon for an email message. The 'Signature' dropdown menu is open, showing 'Sarah Cooke' as the selected signature. The ribbon includes tabs for File, Message, Insert, Options, Format Text, Review, Developer, Help, Acrobat, and Tell me what you want to do. The 'Signature' dropdown is highlighted with a red box. Below the ribbon, the 'From' field is set to 'sarah.cooke@smu.ca'. The main body of the email contains the following text:

Sarah Cooke, MLIS ([they/them](#))
Academic Technologies Learning Specialist
The Studio for Teaching and Learning

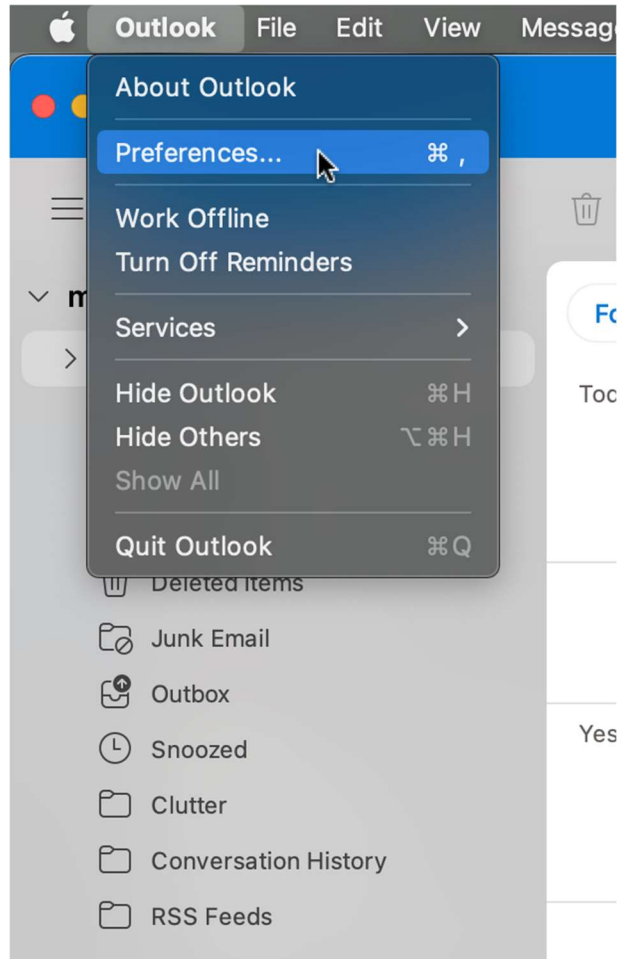
Saint Mary's University
www.smu.ca



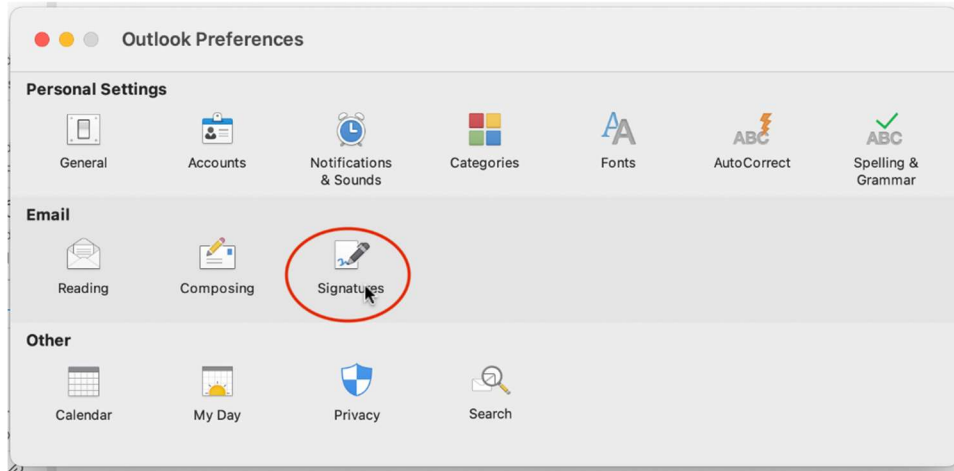
Saint Mary's University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq.

Outlook for Mac Desktop App

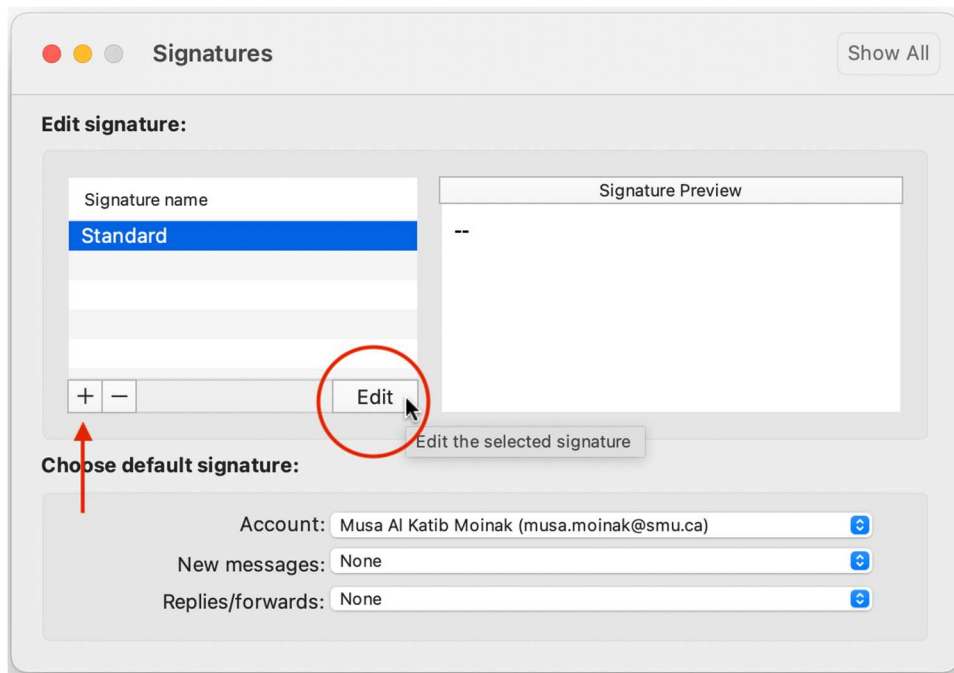
1. Open the **Outlook** application on your Mac.
2. Click on **Outlook** on the top left corner and then go to **Preferences**.



3. Click on **Signatures**.



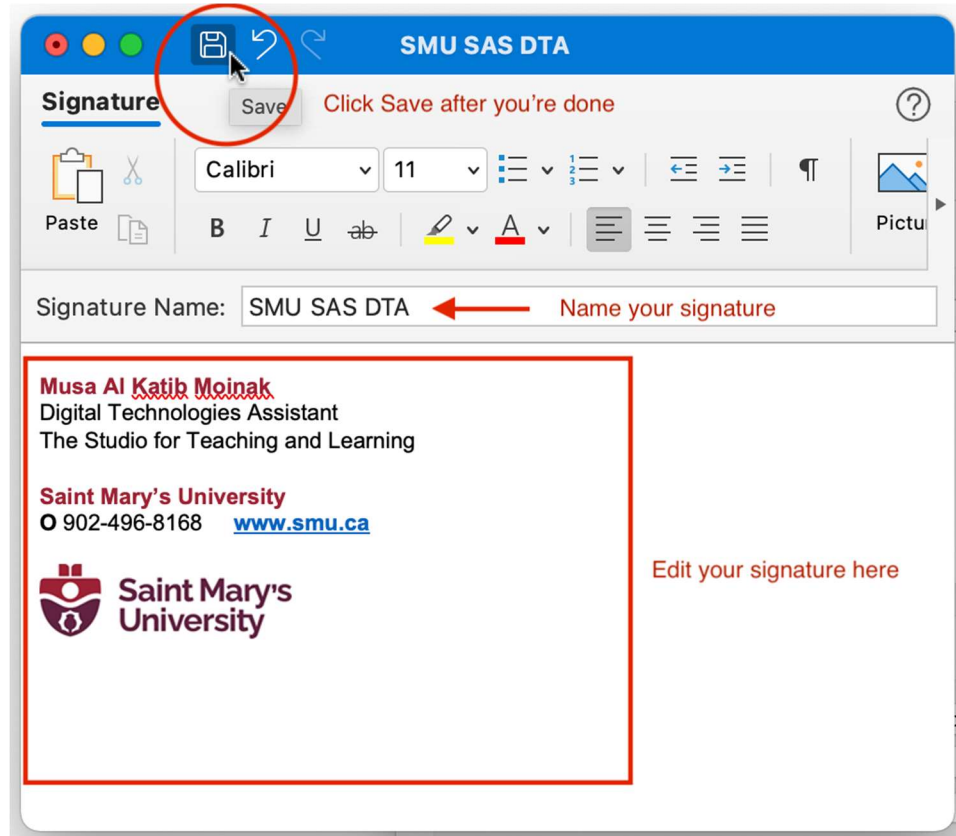
4. You can click on **Standard** from the list and then press **Edit**, or you can press the + sign to create a new signature.



5. Create your custom signature in the blank space provided. You can use different fonts, colors and even include pictures.

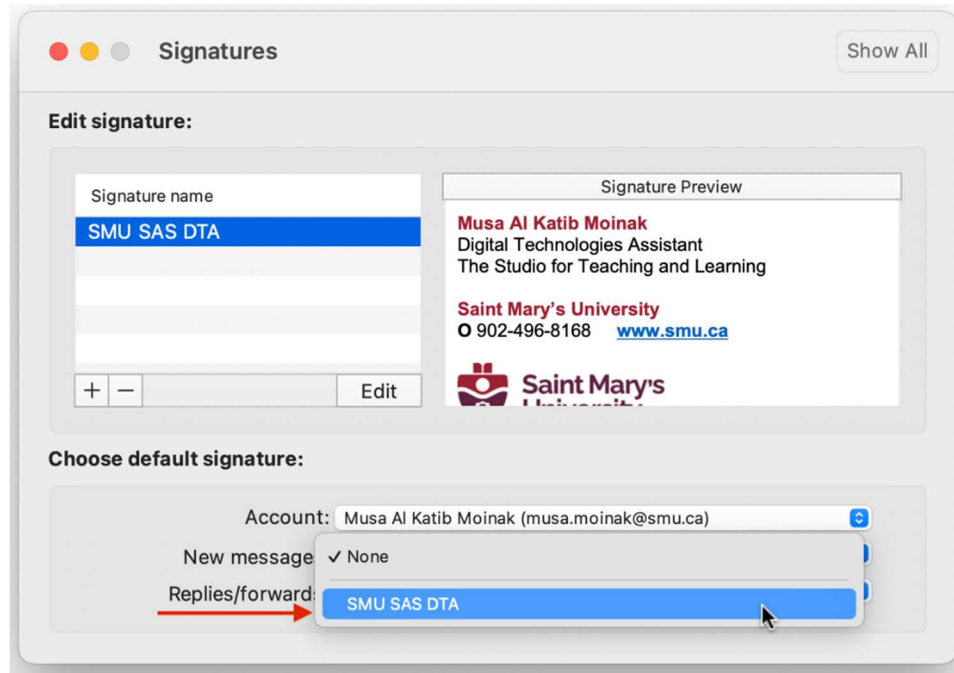
Give your signature an appropriate name and then click on the **save** button at the top. After saving it, you can close the box by pressing the

red cross at the top left.

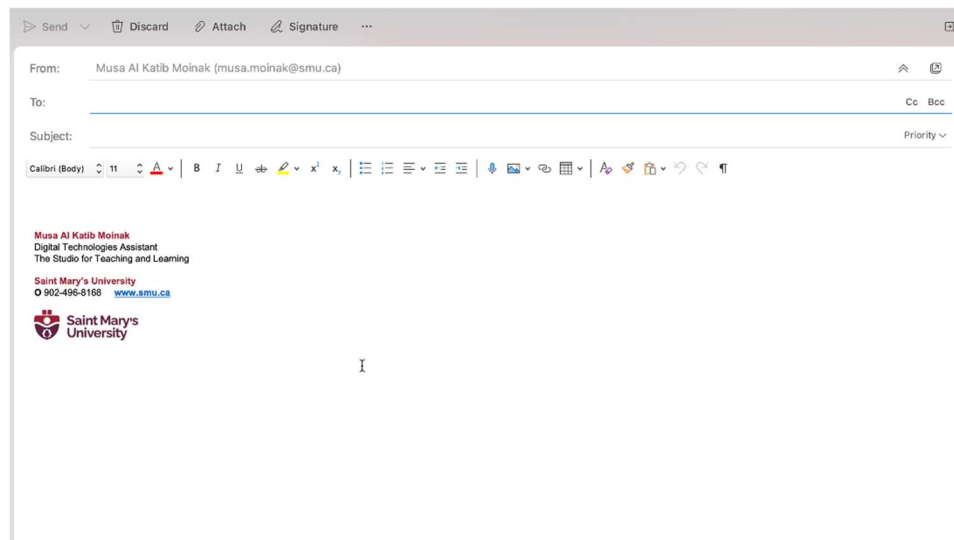


6. After creating your signature, you should see it appear on the list.

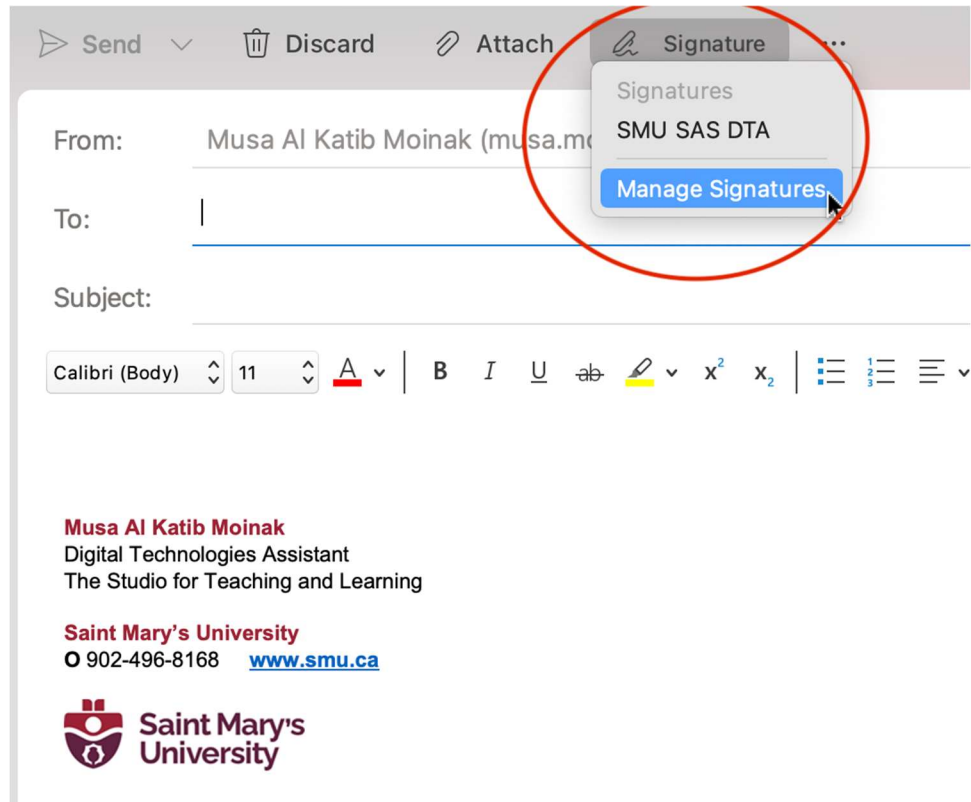
To have the signature automatically appear on all of your emails, click on the drop-down menu beside **New Messages** and **Replies/Forwards** and select your newly created signature.



7. Close the signature menu and your signature should now appear whenever you create a new message.



8. You can always click on the **Signature** button at the top of your new message to select a different signature or edit your current signature or to add a new one, click on **Manage Signatures**.



Send Discard Attach Signature

From: Musa Al Katib Moinak (musa.m...)


To:

Subject:

Calibri (Body) 11 A B I U ab x² x₂

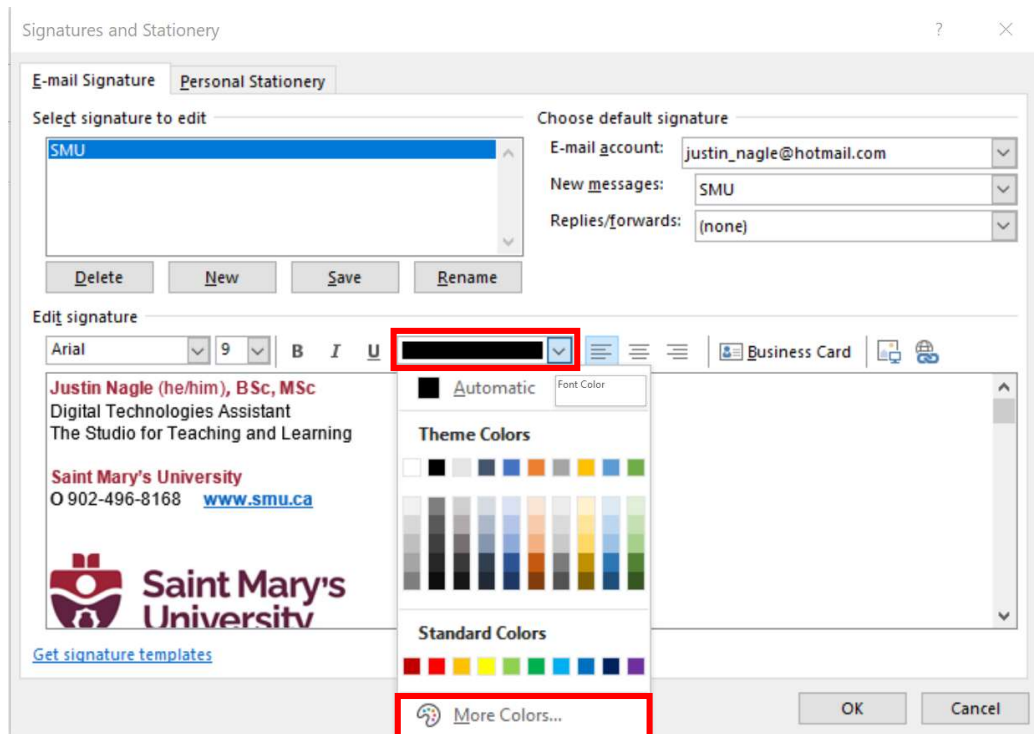
Musa Al Katib Moinak
Digital Technologies Assistant
The Studio for Teaching and Learning

Saint Mary's University
O 902-496-8168 www.smu.ca

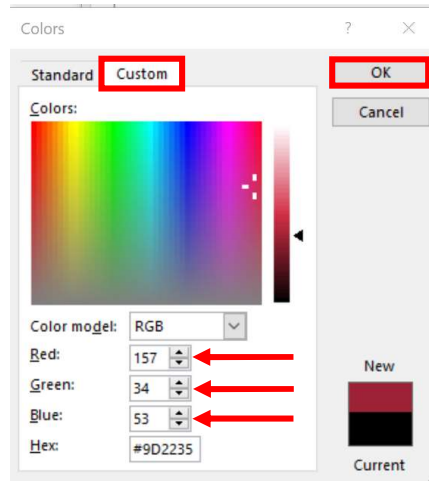
 **Saint Mary's
University**

New SMU Branding Guidelines

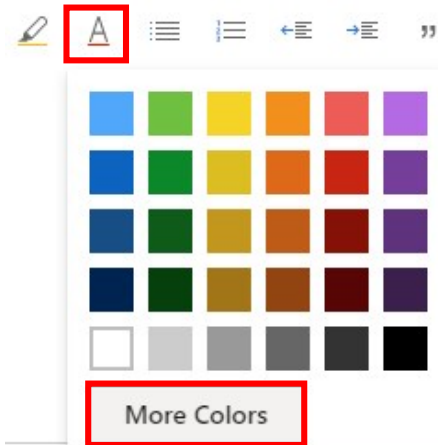
- To view the most up-to-date branding information, please check out the following link:
<https://www.smu.ca/brand/templatesandguidance/> and select the **email signatures** dropdown. There is also a short video available [here](#).
- Formatting guide:** Email signatures should be located at the bottom of the email's body. The font for email signatures is Arial. The font size is **8 pt to 10 pt** and the colour is **black**, using custom font **colour RGB 157 34 53** only for **name** and **institution (Saint Mary's University)** which are **bolded**.
- To change the font colour in the **Outlook 365 desktop application**, bring up the signature window and click the **Font Color dropdown** and select **More Colors...**



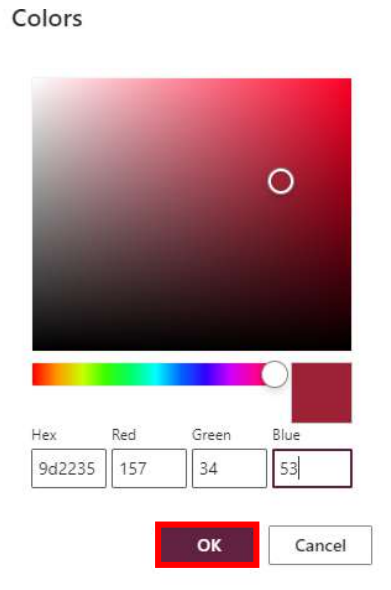
- A new window will pop up. Select the **Custom** tab. Then enter 157 for Red, 34 for Green, and 53 for Blue and select **OK**.



4. To change the font color on the **Outlook Web Application**, bring up the signature window and click Font Color, then the **More Colors** button.



- a. A new window will pop up. Enter 157 for Red, 34 for Green, and 53 for Blue and select **OK**.



5. Alternatively, you can also copy one of the examples below into the signature body and edit it to match your information.
6. What to **include** in your email signature:
 - Name, degree(s) and/or professional designation, personal pronouns
 - Title
 - Faculty or department
 - Name of the institution which in this case is **Saint Mary's University**
 - Phone number using the format 519-888-4567 ext. #####
 - **Optional:** Cell phone or fax number using the format ###-###-####
 - **Optional:** University website URL (without the http:// prefix) and relevant social media accounts
 - Email Optimized Saint Mary's University logo

Include any relevant official university messages under the email signature such as operational office changes.
7. What to **AVOID** including in your email signature:
 - Your email address because the recipient already has it.
 - Inspirational quotes as some users may be offended and the quote selected may not support the Saint Mary's University Brand.
 - Links to your personal social media accounts.
 - Disclaimers, sustainability statements or anti-phishing statements.



- Unauthorized formatting including bold, italics, colours or font sizes.
- Any graphics with the exception of the Saint Mary's University email optimized logo. Many people use text-only email systems and won't be able to see them. Images may not display properly in other email programs, and a distorted image harms our university's brand. Often, images are treated as attachments and can clog a user's inbox or cause email to be filtered as spam.

8. Examples:

Jane Doe, CPA, CMA

Vice-President

Finance and Administration

Saint Mary's University

T 902-555-1212 ext.12345 M 902-123-4567 www.smu.ca



Jen Husky (she/her), BSc

Digital Technologies Assistant

The Studio for Teaching and Learning

Saint Mary's University

O 902-496-8168 www.smu.ca

