

Outlook Signature Guide

Software & Application Support Centre Studio for Teaching and Learning



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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.

Current Mailbox 🗸	∽ signature	~	\rightarrow
iend / Receive Fc Ignore गिंगी	Suggested Searches		
Clean Up × Junk ×	Actions		
Delete	Signature		>
	Get Help on		

3. Click on Signature and select Signatures...

Actions

🔀 Signature > SMU	Get Help on		<u>S</u> ignatures
	📓 Signature	>	SMU

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

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mail Signature	Personal Stationer	у						1	
ele <u>c</u> t signature t	o edit				Choose default sign	ature			
				^	E-mail account:	Justin.Nagle@smu.ca		•	1000
					New <u>m</u> essages:	(none)			
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di <u>t</u> signature Calibri (Body)	V 11 V	BIU	Automatic	~	= = =	Business Card	6 8		
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- 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.).

Signatures and Sta	tionery				?	×
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			New messages:	SMU		\sim
		~	Replies/forwards:	(none)		~
<u>D</u> elete	<u>N</u> ew <u>S</u> ave	<u>R</u> ename				
Edi <u>t</u> signature						
Arial	✓ 9 ✓ B I <u>U</u>			Business Card	B	
Digital Technol The Studio for Saint Mary's U	he/him), BSc, MSc logies Assistant Teaching and Learning Iniversity 88 <u>www.smu.ca</u>					^
Get signature tem	aint Mary's niversity					~
				OK	Car	ncel

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**.

gnatures and Sta	tionery					?	×
<u>E</u> -mail Signature	Personal Stati	onery					
Sele <u>c</u> t signature to	o edit			Choose default sign	ature		
SMU			~	E-mail account:	Justin.Nagle@smu.ca		~
				New <u>m</u> essages:	SMU		~
				Replies/forwards:	(none)		~
			×				

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.



Message		
Attach File ~ Link	Signature	lmį
Includ	SMU	IS
	<u>S</u> ignatures	
	From ~	Justin.Nagle@smu.ca
	Send To	Justin Nagle <justin.nagle@smu.ca>;</justin.nagle@smu.ca>
	Cc	
	Bcc	
	Subject	RE:
mouse cursor	Justin Nagle (he/him), BSc, / Digital Technologies Assistan The Studio for Teaching and I Saint Mary's University 0 902-496-8168 www.smu Saint Mary Saint Mary University	sarning .ca



Outlook for Web

- 1. Open your favourite browser (Chrome, Edge, Firefox, Brave) and navigate to <u>outlook.com</u> 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.

Signature	×
Signature	×

4. This will open a new dialog box.

Settings	Layout	Compose and reply	×
	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies	Email signature Create a signature that will be automatically added to your email messages.	
	Retention policies S/MIME Groups	Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward or reply to Message format Choose whether to display the From and Bcc lines when you're composing a message. Always show Bcc Always show From Compose messages in HTML format	
		Image: Several content of your messages in the new message window.	Discard

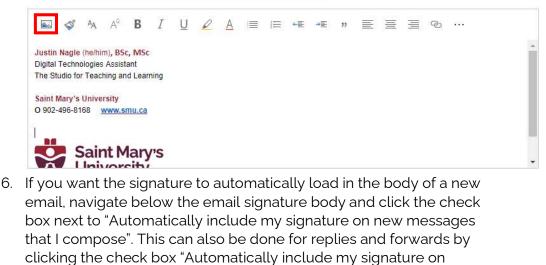
5. Type in the various information you would like displayed in the signature (name, personal pronouns, education, position, company, company info/phone number, company logo, etc.).

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.



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

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

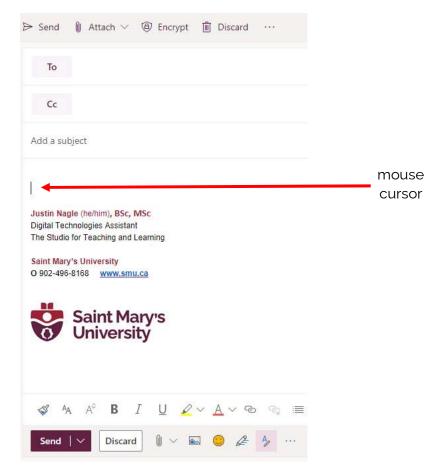
Settings	Layout	Compose and reply	\times
♀ Search settings	Compose and reply	Facel simulation	^
💮 General	Attachments	Email signature Create a signature that will be automatically added to your email messages.	
🖾 Mail	Rules	■ ダ ヘ4 ヘ² B <i>I</i> U ∠ A ≡ ⊨ +≢ ** : : : : : : : : : :	
E Calendar A People View quick settings	Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME	Justin Nagle (heffinin), BSc, MSc Digital Technologies Assistant The Studio for Teaching and Learning Saint Mary's University 0 902-496-8168 Www.smu.ca Image: Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward 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 Compose messages in HTML v format Image: the format of your messages in the new message window.	
		Save	Discard



8. 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 I Attach ∨ I Encrypt I Discard	 Save draft
То	Insert signature
Cc Add a subject	Show From Set importance Show message options
	Switch to plain text Check for accessibility issues
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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

	Outlook Options	×
General Mail	Change the settings for messages you create and receive.	A
Calendar	Compose messages	
Groups People	Change the editing settings for messages. <u>E</u> ditor Options <u>C</u> ompose messages in this format: HTML	
Tasks Search Language	ABC Always check spelling before sending Spelling and Autocorrect	
Ease of Access Advanced	Create or modify signatures for messages.	
Customize Ribbon Quick Access Toolbar	Be stationery to change default fonts and styles, colors, and backgrounds. Stationery and Eonts	3
Add-ins	Outlook panes	
Trust Center	Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	When new messages arrive:	
	Briefly c <u>h</u> ange the mouse pointer	
	Show an envelope icon in the taskbar	
	 Display a Desktop Alert Enable preview for <u>Bights</u> Protected messages (May impact performance) 	
	Conversation Clean Up	
·] [ОК Са	ncel



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

ignatures and Sta	tionery				? ×
<u>E-mail Signature</u>	Personal Stationery				
Sele <u>c</u> t signature t	o edit		Choose default sign	ature	
		^	E-mail <u>a</u> ccount:	sarah.cooke@smu.ca	~
			New messages:	(none)	~
			Replies/forwards:	(none)	~
Delete	<u>N</u> ew S	ave Rename			
Edi <u>t</u> signature					
Calibri (Body)	✓ 11 ✓ B 1	<u>U</u> Automatic	✓ = = =	Business Card	5
					^

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

New Signa	ture		×
Type a nam	e for this sig	gnature:	
Sarah Cool	ke		
	OK	Ca	





8. 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.).

mail Signature	Personal Stationer	У			
lect signature to	o edit		Choose default sign	nature	
Sarah Cooke			E-mail <u>a</u> ccount:	sarah.cooke@smu.ca	1
			New <u>m</u> essages:	(none)	`
			Replies/forwards:	(none)	`
Delete	New	Save Renar	ne		
li <u>t</u> signature					
li <u>t</u> signature Arial	✓ 10 ✓ B	ΙU		🔠 Business Card 📑 👰	
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9. 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**.

E-mail Signature	Personal Station	ery				
Sele <u>c</u> t signature to	edit			Choose default sign	ature	
Sarah Cooke			~	E-mail <u>a</u> ccount:	sarah.cooke@smu.ca	~
				New <u>m</u> essages:	Sarah Cooke	~
				Replies/forwards:	(none)	~

10. 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.

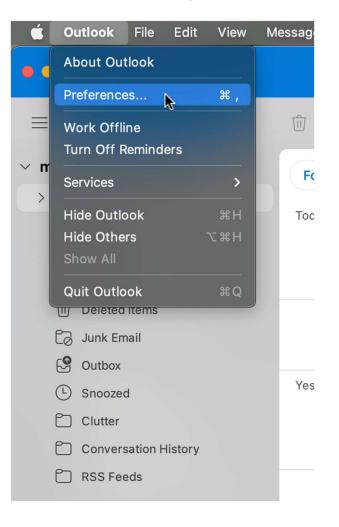


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Arial I Arial Imal Imal </th <th>File</th> <th>Message</th> <th>Insert</th> <th>Options</th> <th>Format Text</th> <th>Review D</th> <th>eveloper Help</th> <th>Acrobat</th> <th>Q Tell me what you</th> <th>want to do</th>	File	Message	Insert	Options	Format Text	Review D	eveloper Help	Acrobat	Q Tell me what you	want to do
	Paste	🗈 Copy ؇ Format Pa	inter B		• <u>A</u> • 📰 =	╡╡	Address Check Book Names	Attach Attach File - Item -	Signature Assign Policy *	 I High Importance ↓ Low Importance
end Cc Bcc Subject Sarah Cooke, MLIS (they/them) Academic Technologies Learning Specialist The Studio for Teaching and Learning Saint Mary's University www.smu.ca		From T	sarah.cooke@	@smu.ca					<u>S</u> ignatures	
Subject Sarah Cooke, MLIS (they/them) Academic Technologies Learning Specialist The Studio for Teaching and Learning Saint Mary's University www.smu.ca		Cc								
Sarah Cooke, MLIS (they/them) Academic Technologies Learning Specialist The Studio for Teaching and Learning Saint Mary's University www.smu.ca										
					list					



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.

• • • Out	tlook Preferend	ces				
Personal Settin	gs					
	2=	٢		A	ABC	ABC
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	Spelling & Grammar
Email						
Ŕ	2					
Reading	Composing	Signatures				
Other						
			Q			
Calendar	My Day	Privacy	Search			

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

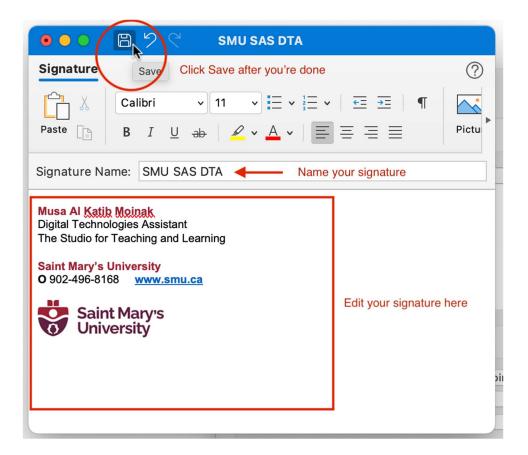
Signatures		Show A
Edit signature:		
Signature name	Signature Preview	
Standard		
	\frown	
+ -	Edit	
▲	Edit the selected signature	
Choose default signature:		
Account:	Musa Al Katib Moinak (musa.moinak@smu.ca)	
New messages:	None	0
Replies/forwards:	None	0

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.



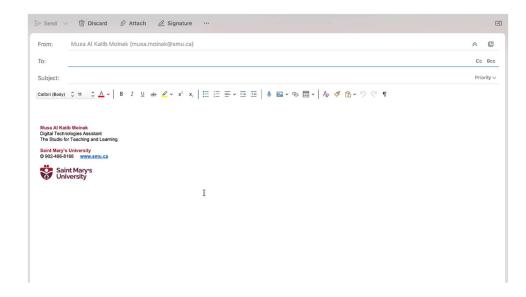
6. After creating your signature, you should see it appear on the list.

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.



Signatures	Show All
Edit signature:	
Signature name	Signature Preview
SMU SAS DTA	Musa Al Katib Moinak Digital Technologies Assistant The Studio for Teaching and Learning
	Saint Mary's University O 902-496-8168 www.smu.ca
+ - Edit	Saint Mary's
Choose default signature:	
Account: Musa Al Ka New message ✓ None Replies/forward	tib Moinak (musa.moinak@smu.ca)

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**.



\triangleright Send $~ imes$	前 Discard ② Attach ② Signature …
From:	Musa Al Katib Moinak (musa.m
То:	Manage Signatures
Subject:	
Calibri (Body)	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
•	i <mark>b Moinak</mark> ologies Assistant r Teaching and Learning
Saint Mary's O 902-496-87	
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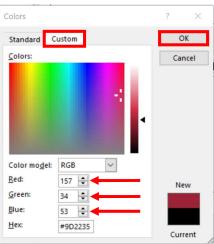
New SMU Branding Guidelines

- To view the most up-to-date branding information, please check out the following link: <u>https://www.smu.ca/brand/templatesandguidance/</u> and select the
- email signatures dropdown. There is also a short video available <u>here</u>.
 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 RBG 157 34 53 only for name and institution (Saint Mary's University) which are bolded.
- 3. 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...**

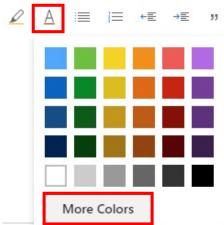
Signatures and Sta	tionery				? ×
<u>E</u> -mail Signature	Personal Stationery				
Sele <u>ct</u> signature to	o edit		Choose default sign	nature	
SMU		^	E-mail <u>a</u> ccount:	justin_nagle@hotmail.com	~
			New messages:	SMU	~
			Replies/forwards:	(none)	~
Delete	<u>N</u> ew <u>S</u> ave	Rename			
Edi <u>t</u> signature Arial	y 9 y B I <u>U</u>			🔠 Business Card 📑 👰	
Digital Techno	he/him), BSc, MSc logies Assistant Teaching and Learning	Automati			^
Saint Mary's U O 902-496-816					
😴 S	aint Mary's niversity				
Get signature tem		Standard Cold	ors		
		More Col	ors	ОК	Cancel

a. 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**.



Colors



- 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

