LSE Information Management and Technology

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Introduction

An email signature is usually a small amount of text added to the bottom of an outgoing email message. Signatures generally include a person's name, title, organisation and contact details although some people choose to add more or less information. A signature is helpful to the people you correspond with as it provides useful contact information - like an electronic business card.

Unlike Office 2010 or 2013, Office 365 allows you to save just one signature.

Signatures also can be used as a quick way to send out standard messages or standard responses. They can be as long or as short as you wish, and include web links and formatting if required. (Unlike Outlook 2010, in Office 365 they cannot contain attachments such as photos or Word files.) Typically, they are a complete message, ending with the name and contact details of the sender. Standard reply 'signatures' are created and used just like any other signature – the only difference is in the amount of text they contain.

Creating a signature

TO CREATE AN EMAIL SIGNATURE:

1. Using the browser of your choice, log in to your Outlook 365/Webmail account.

2. Click the **Settings** icon on the left side of panel at the top of the screen. *The Office 365 settings menu appears, displaying options for Outlook.*

3. Select **Options**. *The Options panel opens on the left side of the screen.*

4. In the **Layout** section, select **Email signature**. *The main panel on the screen changes to Email signature.*

5. Type the text you require, using the toolbar at the top of the box to format your signature as required.

Office 365 settings

Outlook settings

Refresh

Automatic replies

Change theme

Delivery reports

Display settings

Manage apps

Mobile devices

Offline settings

Region and time zone

Options

Feedback
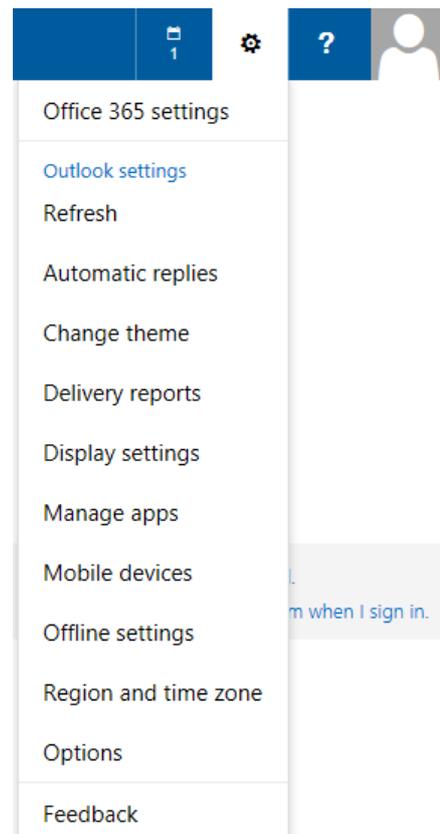
SAVE   **DISCARD**

Email signature

☐ Automatically include my signature on messages

Calibri   11   **B**

With best wishes,
Linda Heiden
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NOTE: access additional formatting options by clicking the double chevron icon at the right edge of the toolbar.

NOTE: to include a hyperlink, create it first in another application. Then copy and paste it into your signature.

6. If you want your signature to appear automatically at the bottom of every email you produce, tick the **Automatically include my signature…** box.

7. Click the **Save** icon.

*8. Click the **back arrow** next to **Options** at the top of the Options panel to return to email. The Options panel changes back to the email navigation pane.*

9. Click **New** at the top of the navigation pane to test your signature. *If you ticked **Automatically include…** your signature should appear above a blank line, where you can type your message.*
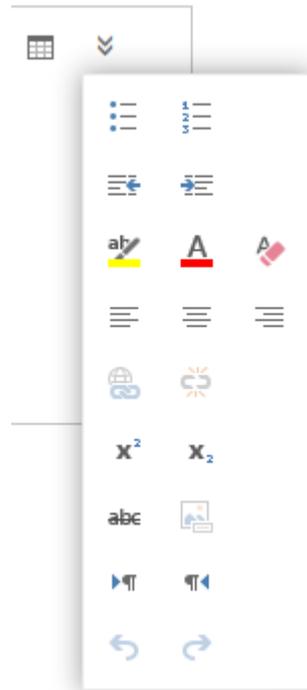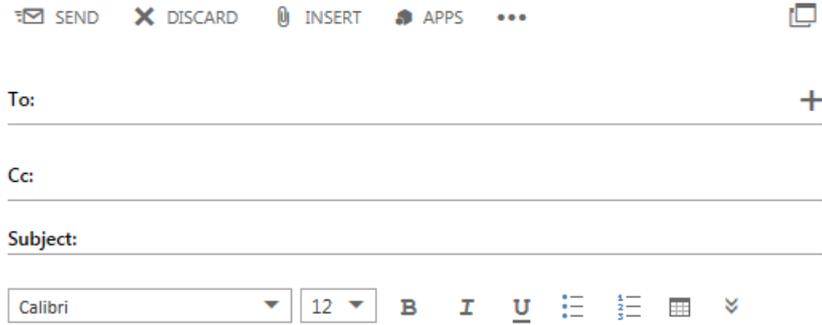
With best wishes,
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10. If you left **Automatically include my signature…** blank, you can add your signature whenever you wish by clicking the **Insert** icon in the toolbar and selecting **Your signature**.