These instructions assume you use the Outlook for Mac application.

- 1. Open Microsoft Outlook for Mac
- 2. Click **Outlook** and then **Preferences...**



3. Click Signatures

Show All		Ou	Itlook Preferences			
Personal Setting	gs					
		٢		A	ABC	ABC
General	Accounts	Notifications & Sounds	Jories	Fonts	Auto-correct	Spelling & Grammar
Email						
		200	4			
Reading	Composing	Signatures	Rules	Junk		
Other						
	2=	•				
Calendar	Contacts	Privacy				

4. Click the + button to add a new signature. A new "Untitled" signature should appear

Show All		
Edit signature:		
Signature name		Signature Preview
UMSU SFest		Dee Jarrett
UMSU WFest		Manager, Communications, Marketing &
UMSU		Events
UMSU1 UV	Edit	UMSU Inc Level 4, Union House University of Melbourne VIC 3010 T: +61 3 8344 4840 0435 086 206
Choose default signature:		
Account:	Dee Jarrett	(d.jarrett@union.unimelb.edu.au)
New messages:	JMSU Sign	ature 2021 📀
Replies/Forwards:	JMSU Sign	ature 2021

5. Click the new signature + and name it UMSU Signature 2021. Click Edit

Show All	:	Signatures	
Edit signature:			
Signature name		Signature Preview	
UMSU SFest UMSU WFest UMSU		Dee Jarrett	
UMSU 1 UMSU Signature 2021	Edit		
Add a signature Choose gerauit signature:			
Account:	Dee Jarrett	(d.jarre t@union.unimelb.edu.au)	
New messages:	UMSU 1	· · · · · · · · · · · · · · · · · · ·	
Replies/Forwards:	UMSU 1	<u>.</u>	

 Copy the email template from Resource Hub. Paste it into the Signature pane of your newly created signature. After pasting the template, click on the paste pad icon to select "Keep Source Formatting". Replace the guidance text with your own details and remove any aspects that are not appropriate for you.

t signature:		
Signature name	Signatur	e
Work 1	This email and any attachments m	
Work 2	information or information that is of	therwise confidential or
Suppliers	any part of it is prohibited. The Uni	iversity does not warrant
Untitled	defects. Please check any attachments	are free from viruses or nents for viruses and
	defects before opening them. If th error, please delete it and notify ur	is email is received in s by return email.
+ -		
		✓ Keep Source Formatting
oose default signature:		Use Destination Styles
		Match Destination Formatting
Account:		Reep Text Only
New messages: None		



Hint: This process is notoriously unstable, so if you're having trouble with errant line breaks etc, we suggest you manually enter your signatures into the Signature pane to match the ones above.

7. Ensure all hyperlinks are correct by selecting the URL in signature, then select Link from the top menu.

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U ab 🖉 v 🗛 v 🔳 🗏 🗐		Edit Hyperlink	
	Text to Display:	umsu unimelh edu au	ScreenTin
ASU Signature 2021	Text to Display.	unisa.unimeib.edu.au	
Your Name (preferred pronouns)	Web	Page or File This Document	Email Address
Title	Link to an exis	sting file or web page.	
Department/Division	Address: htt	ps://umsu.unimelb.edu.au/	Select
Office hours: 9am–5pm, Monday to F			
🕂 office mobile			
d.jarrett@union.unimelb.edu.a			
U umsu.unimelb.edu.au			
UMSU acknowledges the Traditional (Indigenous Elders past, present and er Aboriginal land .	Remove Link		Cancel OK
This email and any attachments are cor addressed. If you are not the intended r forwarding, printing or copying of this er	nfidential and intended s ecipient, you have recei nail is strictly prohibited.	olely for the use of the individual to who ved this email in error and any use, dis If you have received this email in error	om it is semination, r, please notify

8. Select Web Page or File, update any URLs in the Address field and click OK

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le Design Layout				
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$I \underline{\cup} ab \underline{\swarrow} \mathbf{v} \underline{A} \mathbf{v} \overline{\underline{\equiv}} \overline{\underline{\equiv}} \overline{\underline{\equiv}} \overline{\underline{\leftarrow}} \mathbf{v} \overline{\underline{\leftarrow}} \overline{\underline{}} \underline{$	Edit Hyperlink			
UMSU Signature 2021	Text to Display: d.jarrett@union.unimelb.edu.au ScreenTip			
Your Name (preferred pronoun Title	(Ins) Web Page or File This Document Email Address Email address:			
Department/Division	d.jarrett@union.unimelb.edu.au			
Office hours: 9am–5pm, Monday t	to F Subject:			
ffice mobile d.jarrett@union.unimelb.edu umsu.unimelb.edu.au Wurundjeri and Boon Wur	Recently used email addresses:			
UMSU acknowledges the Tradition Indigenous Elders past, present and Aboriginal land .	al Remove Link Cancel OK			
This email and any attachments are addressed. If you are not the intend forwarding, printing or copying of thi the University of Melbourge Student	confidential and intended solely for the use of the individual to whom it is ed recipient, you have received this email in error and any use, dissemination, is email is strictly prohibited. If you have received this email in error, please notify Ulion by replying to this email and delificant if from your computer			

9. Choose default signature using drop down and select the UMSU Signature 2021 you have just created

Show All	Signatures
Edit signature:	
Signature name	Signature Preview
UMSU SFest	Your Name (preferred pronouns)
UMSU WFest	Title
UMSU	Department/Division
UMSU 1	
UMSU Signature 2021	Office hours: 9am–5pm, Monday to Friday
+ -	Edit
Choose default signature:	
Account:	Dee Jarrett (d.jarrett@union.unimelb.edu.au)
New messages:	UMSU Signature 2021
Replies/Forwards:	UMSU Signature 2021

- 10. (Optional) From time to time, staff will be asked to support UMSU campaigns by adding a banner at the bottom of their signature. Save the banner sent to you on your desk top, for best result drag and drop the file to the bottom of your e-mail signature in Edit signature.
- 11. Return to **Outlook Preferences** window
- 12. Click Composing



13. On the HTML tab, ensure the Compose messages in HTML by default is selected

