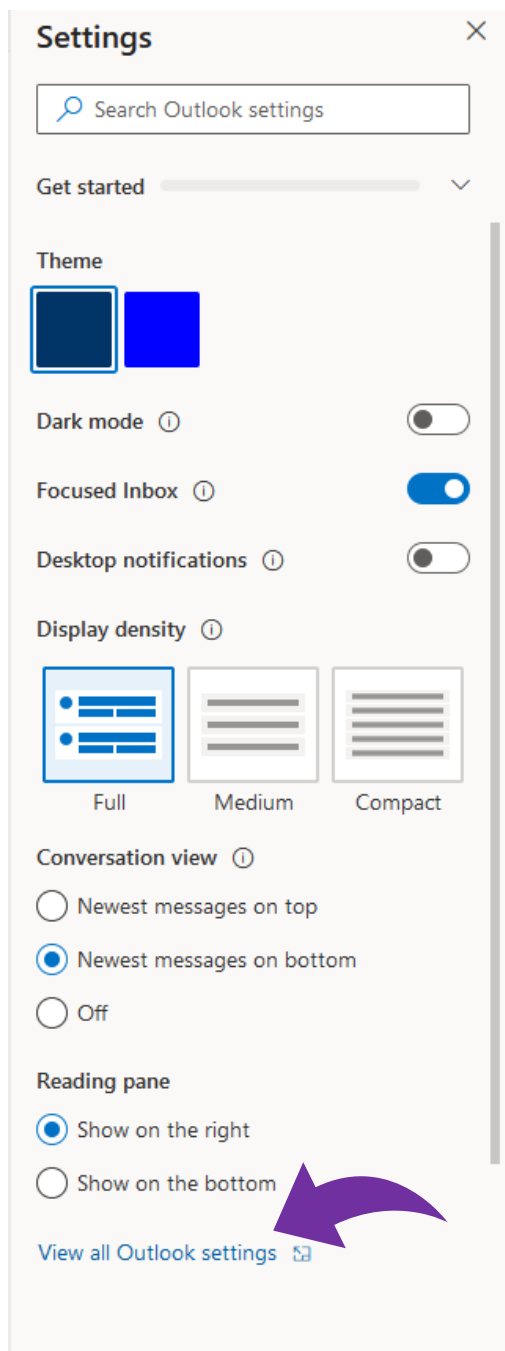


Adding an email auto signature in the web-version of Outlook (Windows)

Select the cog symbol indicating 'Settings' toward the right of the top toolbar, below the URL field.

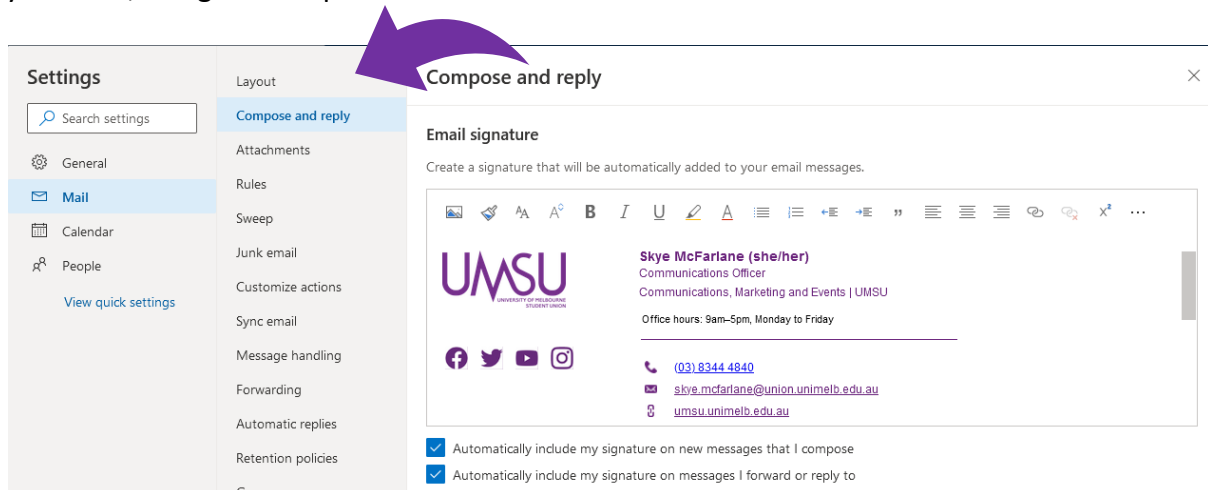


Select "View all Outlook settings" right down the bottom, which will open into a new tab/window.



Select “Mail” on the left menu (if not already selected) and then select “Compose and Reply” on the menu next to it.

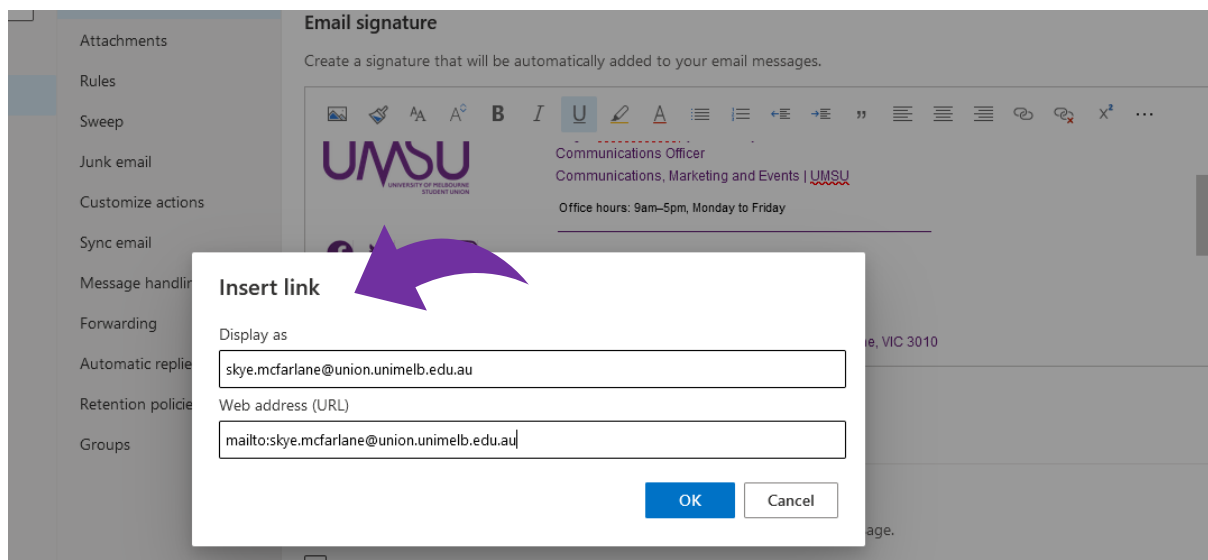
Paste the signature template into the ‘Email Signature’ box and replace any details to reflect your own, using the template linked above.



Ensure both boxes are checked at the bottom to ‘automatically include’ to new messages and messages you forward or reply to.

Make your email address and the UMSU website live links by placing your cursor next to them and selecting the link button. Add the prefix ‘mailto:’ before your email address as shown below.

With the UMSU website link, both fields should display the same in ‘Text to Display’ and ‘Web address (URL)’



Exit the settings area and the change should be automatically applied, but if a window prompts you to save any changes, select 'Yes'.

That's it!