## 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.

Settings	×
Search Outlook settings	
Get started	/
Theme	
Dark mode ①	
Focused Inbox ①	
Desktop notifications ①	
Display density ①	
Full Medium Compact	
Conversation view (i)	
Newest messages on top	
<ul> <li>Newest messages on bottom</li> </ul>	
Off	
Reading pane	
<ul> <li>Show on the right</li> </ul>	
O Show on the bottom	
View all Outlook settings 🚦	

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.

Settings	Layout	Compose and reply	$\times$
Search settings	Compose and reply		
😳 General	Attachments	Email signature Create a signature that will be automatically added to your email messages.	
Mail Calendar	Sweep	Solution A A° B I U ∠ A ≡ ⊨ +E +E " E ≡ ⊕ ∘ x* …	
R <sup>R</sup> People Junk email View quick settings Customize ac Sync email	Junk email Customize actions	Skye McFarlane (she/her) Communications Officer Communications. Marketing and Events I UMSU	I.
	Sync email	Ververser's reserversations Office hours: 9am-Spm, Monday to Friday	
	Message handling	() Y 🖸 () (03183444840	
	Automatic replies	3 <u>umsu unimelb edu au</u>	
	Retention policies	<ul> <li>Automatically include my signature on new messages that I compose</li> <li>Automatically include my signature on messages I forward or reply to</li> </ul>	
	Groups		

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)'

Attachmonto	Email signature
Attachments	Create a signature that will be automatically added to your email messages.
Rules	
Sweep	■ 4 A° B I U ∠ A = = + = * = * = = = * = *
Junk email	Communications Officer Communications, Marketing and Events   UMSU
Customize actions	Office hours: 9am–5pm, Monday to Friday
Sync email	
Message handlir	Insert link
Forwarding	Display as le, VIC 3010
Automatic replie	skye.mcfarlane@union.unimelb.edu.au
Retention policie	Web address (URL)
Groups	mailto:skye.mcfarlane@union.unimelb.edu.au
	OK Cancel
	dye.

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!