Creating Email Signatures – Outlook 2007

In Microsoft Outlook 2007, create a signature for outgoing messages by completing the following:

1. On the **Tools** menu, select **Options**, and then select the **Mail Format** tab.

2. Select the **Signature** button near the bottom, and then select the **New** button.

3. In the **Enter a name for your new Signature** box, create a name for the signature.

4. Under **Choose default signature**, **New Message:** select the name of the signature you just created.

5. With your new signature name selected in the top left box, copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information. The top and bottom horizontal dashes must also be included.

   ```
   ----------------------------------------------------------------------------
   John L. Doe, PhD | Associate Professor of Content Area
   UNC Charlotte | Dept. of XYZ or Building Name 123
   9201 University City Blvd. | Charlotte, NC 28223
   Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)
   username@uncc.edu | http://www.uncc.edu
   ----------------------------------------------------------------------------
   ```
   If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply email or by telephone at 704-687-XXXX. Thank you.

6. Format the signature by highlighting the text, using the drop down menu to select Arial font in 8-12 point, and ensuring the " | " or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.
   *Please note it may be necessary to do a "soft return" (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)

7. Click **Save**, then click **OK** to close this window.

8. Click **OK** on the Options menu to close the open window.

9. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Create a new name for this signature in step #3, and select the new signature in step #4 under the **Replies/forwards:** drop down menu.

10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

Creating Email Signatures using the Signature Button - Outlook 2007

In Microsoft Outlook 2007, create a signature for outgoing messages by completing the following:

1. **Open** an email message in Outlook 2007

2. Select the **Signature** button in the Toolbar

3. Select the **Signatures** option near the bottom, and then select the **New** button.

4. In the **Enter a name for your new Signature** box, create a name for the signature.

5. Under **Choose default signature**, **New Message:** select the name of the signature you just created.

6. With your new signature name selected in the top left box, copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information. The top and bottom horizontal dashes must also be included.

    John L. Doe, PhD **|** Associate Professor of Content Area
    UNC Charlotte **|** Dept. of XYZ or Building Name 123
    9201 University City Blvd. **|** Charlotte, NC 28223
    Phone: 704-687-XXXX **|** Fax: 704-687-XXXX (or mobile, pager, etc.)
    username@uncc.edu **|** http://www.uncc.edu

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7. Format the signature by highlighting the text, using the drop down menu to select Arial font in 8-12 point, and ensuring the " **|** " or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.
    *Please note it may be necessary to do a "soft return" (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)

8. Click **Save**, then click **OK** to close this window.

9. Click **OK** on the Options menu to close the open window.

10. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Create a new name for this signature in step #4, and select the new signature in step #5 under the **Replies/forwards:** drop down menu.

11. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

Creating Email Signatures - Outlook 2003

In Microsoft Outlook 2003, create a signature for outgoing messages by completing the following:

1. In the **Tools** menu, select **Options**, and then select the **Mail Format** tab.

2. Select the **Signature** button near the bottom, and then select the **New** option.

3. In the **Enter a name for your new Signature** box, create a name for the signature.

4. Copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information. The top and bottom horizontal dashes must also be included.

   John L. Doe, PhD **|** Associate Professor of Content Area
   UNC Charlotte **|** Dept. of XYZ or Building Name 123
   9201 University City Blvd. **|** Charlotte, NC 28223
   Phone: 704-687-XXXX **|** Fax: 704-687-XXXX (or mobile, pager, etc.)
   username@uncc.edu **|** http://www.uncc.edu

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5. Format the signature by highlighting the text, and selecting the Font button to select Arial font in 8-12 point, and ensuring the " **|** " or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.
   *Please note it may be necessary to do a "soft return" (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)

6. Click **FINISH**, to preview your signature, and then click **OK** to close this window.

7. To use this new signature for all New Emails, select the signature name in the **Signature for new messages:** drop down box on the Mail Format tab.

8. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Choose this signature name in the **Signature for replies and forwards:** drop down box on the Mail Format tab.

9. Click **OK** on the Options menu to close the open window.

10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

Creating Email Signatures – Outlook Web Access

In Microsoft Outlook Web Access, create a signature for outgoing messages by completing the following:

1. Go to https://mail.uncc.edu and enter your NinerNET username and password then select **Basic** from the Client options section. Click the **Log On** button.

2. On the left-side **Navigation Pane**, select **Options.**

3. Under the **Messaging Options** section, copy and paste the following in the **text** box modifying with your personal information. The top and bottom horizontal dashes must also be included.

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   9201 University City Blvd. **|** Charlotte, NC 28223
   Phone: 704-687-XXXX **|** Fax: 704-687-XXXX (or mobile, pager, etc.)
   username@uncc.edu **|** http://www.uncc.edu

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   *Please note it may be necessary to do a "soft return" (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)

4. Click the check box next to **"Automatically include my signature on outgoing messages"**.

5. Click **Save and Close** at the top of the page to close this window.

6. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

Creating Email Signatures – Microsoft Office Entourage 2004 and 2008

In Microsoft Entourage 2004/2008, create a signature for outgoing messages by completing the following:

1. On the **Tools** menu, select **Signatures**, and then select the **New** button.

2. Enter a name for the signature in the **Name** box.

3. Click inside the text box and copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information. The top and bottom horizontal dashes must also be included.

   John L. Doe, PhD **|** Associate Professor of Content Area
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   9201 University City Blvd. **|** Charlotte, NC 28223
   Phone: 704-687-XXXX **|** Fax: 704-687-XXXX (or mobile, pager, etc.)
   username@uncc.edu **|** http://www.uncc.edu

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4. Format the signature by highlighting the text, using the **Use HTML** button to select Arial font in 8-12 point, and ensuring the " **|** " or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.
   *Please note it may be necessary to do a "soft return" (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)

5. Click the red button in the upper left hand corner to close the Signature Window.

6. Click **Save** when prompted.

7. To use the new signature on new emails, replies and forwards, select the new signature in the Signatures dialog box.

8. Close the Signatures dialog box.

9. To create a different signature for replies and forwarded messages, follow steps #1-6 above. Create a new name for this signature in step #3.

10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.