

UNM Brand Guidelines

Email Signature Standards

The purpose of the email signature standards is to ensure that communications from UNM-Taos faculty and staff present a clear and professional identity. All faculty and staff should be using their official UNM email addresses when conducting campus business. Emails, whether sent from computer, smartphone, or other device (tablet, etc.), should contain an accurate and consistent UNM-Taos email signature.

Please review the document: **UNM-Taos Email Signature Standards_Brand Guidelines** at <http://taos.unm.edu/home/bcam/> for further detail, including Email Signature Requirements, Formatting Examples.

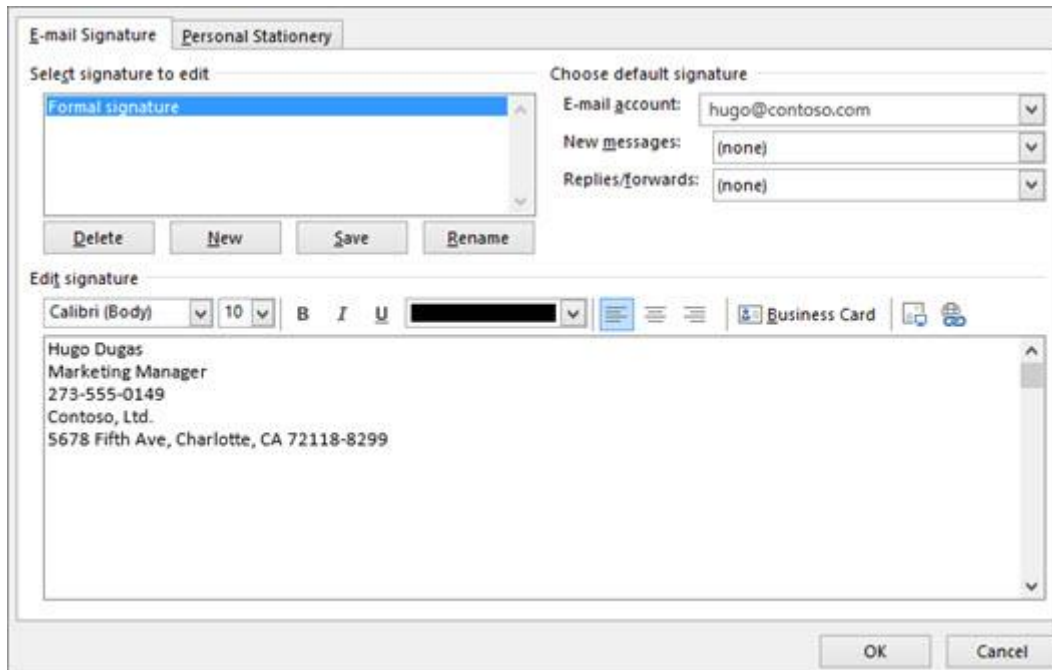
Please see below for step by step instructions for setting up an email signature on OUTLOOK. Also provided is a link to a YouTube tutorial.

OUTLOOK SIGNATURE PROCESS

1. Create a new email message.
2. On the **Message** tab, in the **Include** group, choose **Signature > Signatures**.



3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Choose default signature**, set the following options for your signature:
 - o In the **E-mail account** list, choose an email account to associate with the signature. You can have different signatures for each email account.
 - o In the **New messages** list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of **(none)**.
 - o In the **Replies/forwards** list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of **(none)**.
5. Under **Edit signature**, type the *signature*, and then choose **OK**.



NOTES:

- You can create a signature block like the one in the screenshot. Add more information, such as a job or position title and a telephone number, beneath your name (signature).
- You can change the appearance of any text you add by using the mini formatting toolbar above the text box. You can also add social media icons and links. For more information, see [Insert hyperlinks to Facebook and Twitter in your email signature](#).
- Once you create your signature, Outlook doesn't add it to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message.

Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, in the **Include** group on the ribbon, select **Signature**.
2. Choose your signature from the fly-out menu that appears.

YOUTUBE VIDEO TUTORIAL FOR OUTLOOK

https://youtu.be/oQhBRa5_rIU