

## **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.

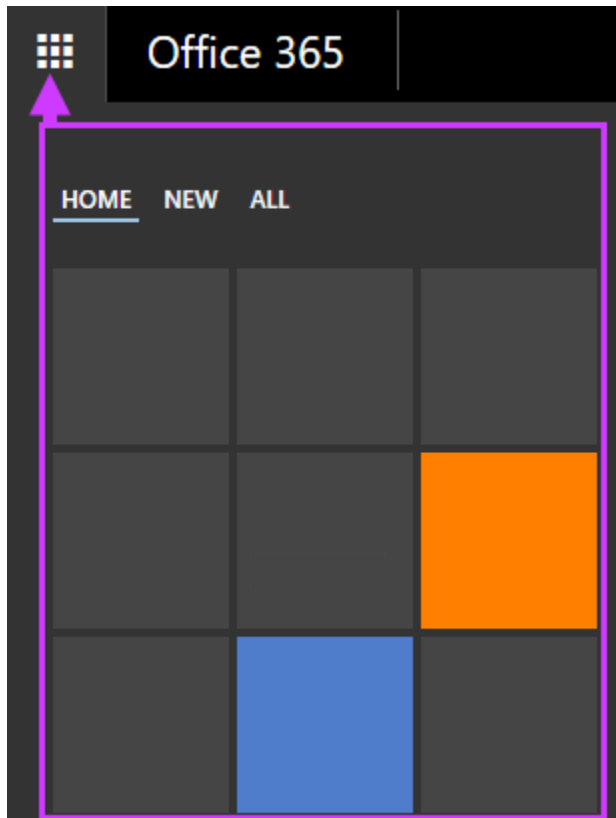
Please see below for step by step instructions for setting up an email signature on OFFICE 365. Also provided is a link to a YouTube tutorial.


### **OFFICE 365 SIGNATURE PROCESS**

1. In a web browser, sign in to Outlook Web App using the URL provided by the person who manages email for your organization. Enter your user name and password, then click **Sign in**.
2. On the nav bar, choose Outlook (or Mail).

Or

Choose **App launcher**  > Outlook.



3. On the nav bar, choose **Settings**  > **Options**.
4. Under **Options**, choose **Settings** > **Mail**.

Or

Under **Options**, choose **MAIL** > **Layout** > **Email signature**.

5. Under **Email signature**, in the text box, type the *signature* you want to use. Use the formatting mini toolbar to change the appearance of the signature.

**NOTE:** To include an image within your signature, you can copy the image from a source and paste that image in the text box.

6. If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select **Automatically include my signature on messages I send**. If you don't select this option, you manually can add your signature to any message. For details, see [Manually add a signature to a new message](#).
7. Choose **Save**.

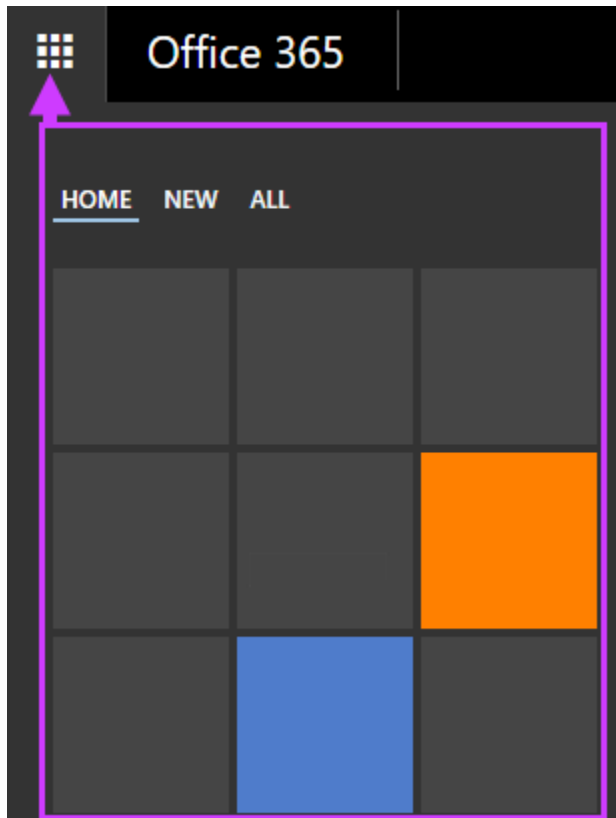
Manually add your signature to a new message




If you've created a signature, but didn't select the option to add your signature to all outgoing messages, you can manually add it to specific messages.

1. In a web browser, sign in to Outlook Web App using the URL provided by the person who manages email for your organization. Enter your user name and password, then click **Sign in**.
2. On the nav bar, choose Outlook (or Mail).

Or

Choose **App launcher**  > **Outlook**.



3. Choose  **new mail** above the folder list. A new message form opens in the reading pane.
4. At the top of the message, choose  **Insert > Signature** (or **Your signature**).
5. When your message is ready to go, choose  **Send**.

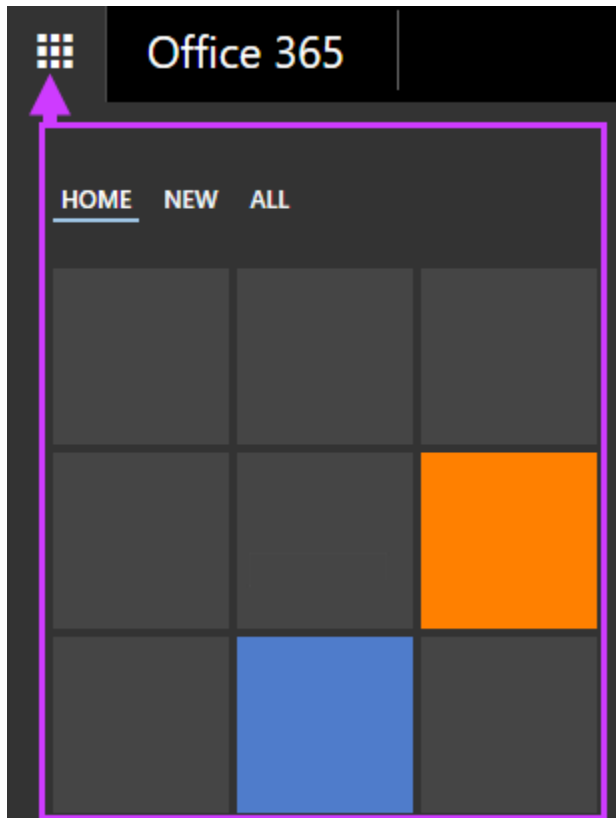
Automatically add your signature to every message you send


If you've created a signature, you can specify if the signature is added to all outgoing messages, including replies and forwards.

1. In a web browser, sign in to Outlook Web App using the URL provided by the person who manages email for your organization. Enter your user name and password, then click **Sign in**.
2. On the nav bar, choose Outlook (or Mail).

Or

Choose **App launcher**  > **Outlook**.



3. On the nav bar, choose Settings  > Options.
4. Under **Options**, choose **Settings** > **Mail**.

Or

Under **Options**, choose **MAIL** > **Layout** > **Email signature**.

5. Under **Email signature**, do one of the following:
  - To include your signature at the bottom of all outgoing items, select the **Automatically include my signature on messages I send** check box.
  - To exclude your signature from showing at the bottom of all outgoing messages, clear the **Automatically include my signature on messages I send** check box.

YOUTUBE VIDEO TUTORIAL FOR OFFICE 365

<https://youtu.be/JODJiSaToGQ>