

Creating a Signature in Outlook (Online app)

Creating an Outlook email signature is simple and an important tool showing the legitimacy, professionalism, Branding, and points of contact for the University.

Step 1: Open the Signature Creator webpage.

<https://semo.edu/university-marketing/resources/signature.html>



Step 2: Fill out all the fields

Fill out all the applicable fields to create the full signature.

Complete the form then select and copy the formatted signature. It will be placed in your clipboard and can be pasted into your email client.

Name

Title

Creating a Signature in Outlook (Online app)

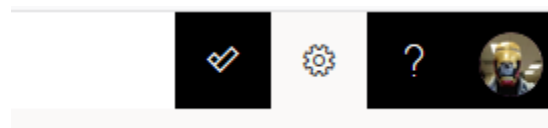
Step 3: Copy the Signature to insert into Outlook.

Copy the created signature from the creator into Outlook.



Step 4: Open Outlook on the web.

Open mail.semo.edu and click on Tools and View all Outlook settings at the bottom.



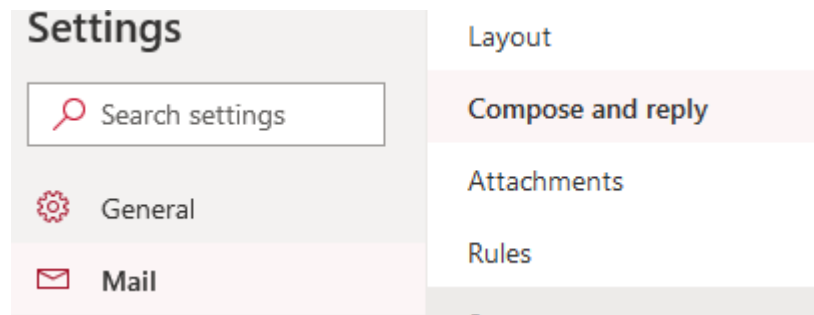
Reading pane

Show on the right

[View all Outlook settings](#) 

Creating a Signature in Outlook (Online app)

Step 5: Under Mail select Compose and reply.

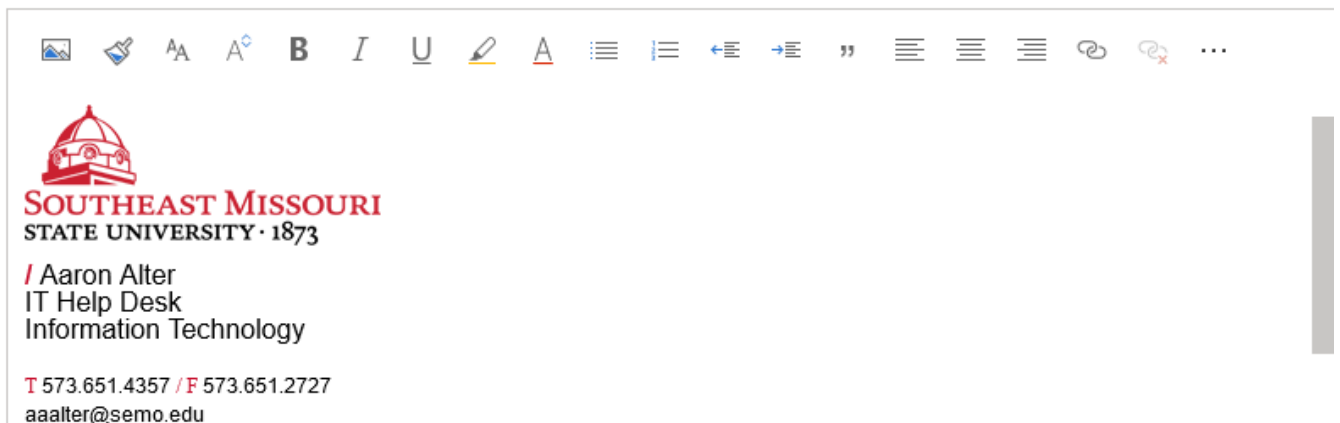


Step 6: Paste the created email signature.

Paste what was created in the signature creator with the graphic.

Email signature

Create a signature that will be automatically added to your email messages.

A screenshot of the Outlook email signature editor. At the top is a rich text toolbar with icons for image, link, text color, background color, bold, italic, underline, text color, link, unlink, list, list, indent, indent, quote, quote, quote, link, unlink, and more options. Below the toolbar is a preview of the email signature. The signature includes the Southeast Missouri State University logo, the text 'SOUTHEAST MISSOURI STATE UNIVERSITY · 1873', the name 'Aaron Alter', his title 'IT Help Desk Information Technology', and contact information: 'T 573.651.4357 / F 573.651.2727' and 'aaalter@semo.edu'.

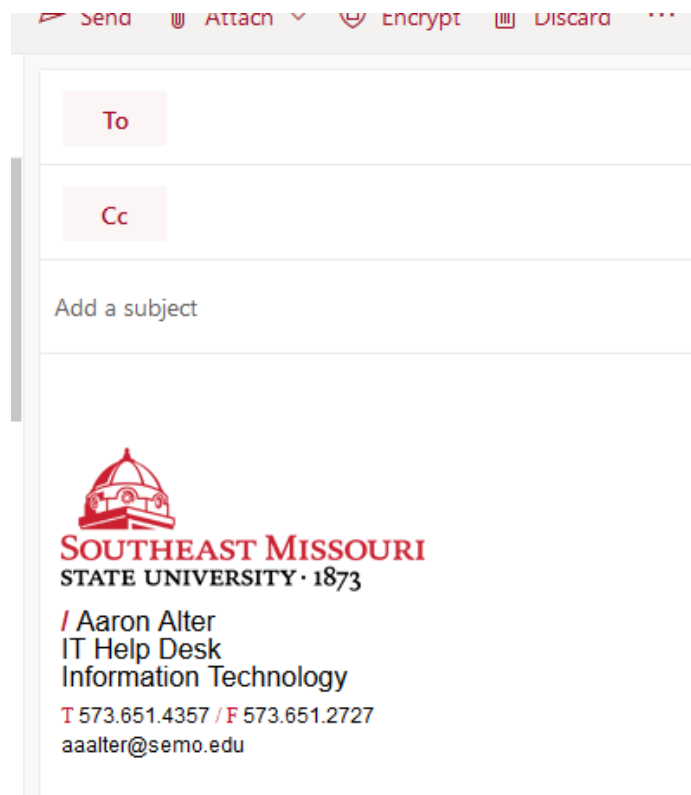
Creating a Signature in Outlook (Online app)

Step 7: Check to select both new emails and reply/forward emails.

- Automatically include my signature on new messages that I compose
- Automatically include my signature on messages I forward or reply to

Step 8: You have now created your email signature in Outlook.

You can now create new emails or reply/forward with the signature.




Send Attach Encrypt Discard

To

Cc

Add a subject


SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

/ Aaron Alter
IT Help Desk
Information Technology

T 573.651.4357 / F 573.651.2727
aaalter@semo.edu