

EMAIL SIGNATURE GUIDELINES



Creating Your Signature

1. Open the "Student Affairs Email Signature Template — 2021" file.
2. Edit the first line by selecting the text and entering your first and last name. *NOTE: Name should be set in Helvetica/Arial Bold 14pt, color code #F36721. This line can include honorifics and credentials, if applicable.*
3. Edit the second line by selecting the text and entering your full title. *NOTE: Title should be set in Helvetica/Arial Bold 10pt, color code #2E1A47.*
4. Edit the third line by selecting the text and entering your department name. *NOTE: Title should be set in Helvetica/Arial Bold 10pt, color code #333333.*
5. Edit the sixth and seventh lines by selecting the text and entering your physical office address. *NOTE: Text should be set in Helvetica/Arial Regular 10pt, color code #333333.*
6. Edit the eighth line by selecting the "X"s and entering your office number. *NOTE: Text should be set in Helvetica/Arial Regular 10pt, color code #333333. This line can be either your office or cell phone number.*
7. Save the document and leave it open for the next step. *NOTE: Additional department links, quotes, logos, etc., should not be added to this signature.*

Updating Your Signature in the Outlook Desktop App

1. Open the Microsoft Outlook Desktop Application.
2. View the Microsoft Outlook Desktop Application preferences window by selecting:

PC Instructions

- "File" then "Options" in the application toolbar.
- Select "Mail" then "Signatures" in the preferences window.

Mac Instructions

- "Outlook" then "Preferences" in the application toolbar.
 - In the preferences window, select the "Signatures" option in the Email grouping.
3. Select the "Standard" signature in the Signatures pop up window.
 4. Select the "Edit" button. This will pull up the Standard signature pop up window that looks very similar to a new email draft.
 5. Select all of the text and delete it.
 6. Open the "Student Affairs Email Signature Template — 2021" Microsoft Word file you saved earlier.
 7. Select all of the text and copy by right clicking and selecting "Copy" or by selecting "Edit" then "Copy" in the application toolbar.
 8. Return to the Microsoft Outlook Desktop App and paste the text from the "Student Affairs Email Signature Template — 2021" Microsoft Word file into the Standard signature pop up window by right clicking and selecting "Paste" or by selecting "Edit" then "Paste" in the application toolbar.

PC Instructions

- Under the "Choose default signature:" section, review the drop down options for "New messages:" and "Replies/forwards:" and set them to your Standard signature according to your preferences.
- Save the signature by selecting "Save."

Mac Instructions

- Save the signature by selecting "File" then "Save" in the application toolbar.
- Close the Standard signature pop up window. Your new signature should display to the right of the "Standard" signature when it is selected.
- Under the "Choose default signature:" option in the Signature pop up window, review the drop down options for "New messages:" and "Replies/forwards:" and set them to your Standard signature according to your preferences.

Updating Your Signature in the Outlook Web App

1. Open your web browser, type "outlook.office.com" into the URL web address bar and select "Go."
2. Enter your Clemson email and select "Next." *NOTE: This will redirect you to the Clemson login page.*
3. Sign in using your Clemson email and password.
4. Open Microsoft Outlook Web App settings by selecting the gear icon in the top right corner. It should be the third icon to the left of your account photo.
5. Access all Microsoft Outlook Web App settings by selecting the "View all Outlook settings" link in the bottom right corner of the web browser window.
6. In the Settings window, select the "Compose and reply" tab. Your email signature will be the first item listed to the right.
7. Select all of the text in the "Email Signature" pane and delete it.
8. Open the "Student Affairs Email Signature Template — 2021" Microsoft Word file you saved earlier.
9. Select all of the text and copy by right clicking and selecting "Copy" or by selecting "Edit" then "Copy" in the application toolbar.
10. Return to the Microsoft Outlook Web App and paste the text from the "Student Affairs Email Signature Template — 2021" Microsoft Word file into the Standard signature pop up window by right clicking and selecting "Paste" or by selecting "Edit" then "Paste" in the Microsoft Outlook Web Application toolbar.
11. Review the two boxes underneath the "Email Signature" window and set them according to your preferences as to when it should automatically include your signature on new messages and message replies and forwards.
12. Save the signature by selecting the "Save" button that appears in the bottom right of the Settings pop up window.