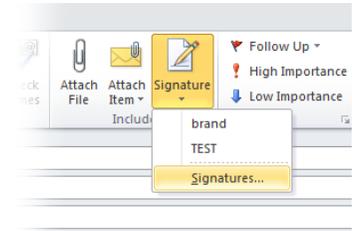


# UCONN HEALTH EMAIL SIGNATURE INSTRUCTIONS FOR OUTLOOK 2010

## Step 1: Create a UConn Health Signature

- 1) In Outlook 2010, open a new message. On the Message tab, in the Include group, click the Signature button, and then select Signatures.
- 2) In the E-mail Signature box, click New.

NOTE: If you have an existing signature that you would like to update, click on your signature name in the list and then move on to step 4.



- 3) Type a name for the signature, and then click OK.
- 4) Select and copy one of the signature sample options below. Then, paste the text into the Edit Signature box in Outlook.

### OPTION 1

#### **YOUR NAME**

TITLE

UCONN HEALTH | DEPARTMENT

263 FARMINGTON AVENUE | FARMINGTON, CT 06030-XXXX

OFFICE: 860.679.XXXX | CELL: 860.679.XXXX | FAX: 860.679.XXXX

HEALTH.UCONN.EDU

### OPTION 2

#### **Your Name | Title**

Department | UConn Health

263 Farmington Avenue, Farmington, CT 06030-XXXX

Office: 860.679.XXXX | Cell: 860.679.XXXX | Fax: 860.679.XXXX

health.uconn.edu

- 5) To customize the text with your personal information, select the sample text to be changed, and then type your information.
  - Please be sure to adhere to the existing layout, formatting and text attributes. Do not alter the font size or color of your contact information. If you are using option 1, be sure to use your Caps Lock to type your new information in uppercase to match the option 1 style.

Font – Arial, 9 point  
Color – Dark Blue and Grey
  - No additions to the email signature are allowed, such as quotations or icons.
  - If you do not have a cell phone number or fax number, simply delete those options.
- 6) After you finish creating the signature, click OK.

## Step 2: Insert a Custom Signature in a Message

You can set a signature to be added automatically to outgoing messages, or you can manually insert a signature when needed.

### Insert a Signature Automatically

- 1) In a new message, on the Message tab, in the Include group, click the Signature button, and select Signatures.
- 2) Under Choose default signature, in the E-mail account list, click an e-mail account with which you want to associate the signature.
- 3) In the New messages list, select the signature that you want.
- 4) If you want a signature to be included in message replies and in forwarded messages, in the Replies/forwards list, select the signature. If not, select none.
- 5) Click OK.

### Insert a Signature Manually

- 1) In a new message, on the Message tab, in the Include group, click Signature, and then select the signature that you want.

## Optional: Include UConn Health Wordmark

- 1) [Download](#) the email wordmark .png file and save it to your computer.
- 2) In the Edit Signature box, place your cursor at the end of the last line of text in your signature, then hit return/enter twice so that your cursor is now two lines below the last line of text.
- 3) Click on the Insert Picture icon  , and choose the email wordmark .png file you saved in step 1, and then click insert.
  - Do not alter the size of the email wordmark. Use exactly as provided.
  - The wordmark should have ample space between it and the last line of your signature text.
  - Do not use the email wordmark in any other application.

### EXAMPLE

**Your Name** | Title

Department | UConn Health

263 Farmington Avenue, Farmington, CT 06030-XXXX

Office: 860.679.XXXX | Cell: 860.679.XXXX | Fax: 860.679.XXXX

health.uconn.edu

**UConn**  
**HEALTH**