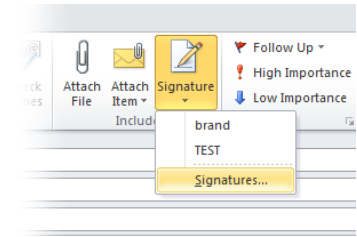


# UConn Health Email Signature Instructions for Outlook 2010 (and Newer)

## 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

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 (optional)

### OPTION 2

#### **Your Name**

Pronouns (e.g., she/her/hers)

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 (optional)

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.

Font – Arial, 9 point

Color – Dark Blue and Grey

- Use of pronouns is optional. Put pronouns below your name and keep in lowercase, no parenthesis, e.g., she/her/hers, they/them/theirs.
- No additions to the email signature are allowed, such as quotes, images, 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.