



## E-mail Signature Implementation Instructions

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### Creating E-mail Signatures – Outlook 2007

In Microsoft Outlook 2007, create a signature for outgoing messages by completing the following:

1. On the **Tools** menu, select **Options**, and then select the **Mail Format** tab.
2. Select the **Signature** button near the bottom, and then select the **New** button.
3. In the **Enter a name for your new Signature** box, create a name for the signature.
4. Under **Choose default signature, New Message**: select the name of the signature you just created.
5. With your new signature name selected in the top left box, copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information:

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John L. Doe, PhD | Associate Professor of Content Area  
UNC Charlotte | Dept. of XYZ or 123 Building Name  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)  
[username@uncc.edu](mailto:username@uncc.edu) | <http://www.uncc.edu>  
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6. Format the signature by highlighting the text, using the drop down menu to select Arial font in 8-12 point, and ensuring the “ | “ or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.  
**\*Please note it may be necessary to do a “soft return” (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)**
7. Click **Save**, then click **OK** to close this window.
8. Click **OK** on the Options menu to close the open window.
9. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Create a new name for this signature in step #3, and select the new signature in step #4 under the **Replies/forwards**: drop down menu.
10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

## Creating E-mail Signatures using the Signature Button - Outlook 2007

In Microsoft Outlook 2007, create a signature for outgoing messages by completing the following:

1. **Open** an e-mail message in Outlook 2007
2. Select the **Signature** button in the Toolbar
3. Select the **Signatures** option near the bottom, and then select the **New** button.
4. In the **Enter a name for your new Signature** box, create a name for the signature.
5. Under **Choose default signature, New Message:** select the name of the signature you just created.
6. With your new signature name selected in the top left box, copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information:

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John L. Doe, PhD | Associate Professor of Content Area  
UNC Charlotte | Dept. of XYZ or 123 Building Name  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)  
[username@uncc.edu](mailto:username@uncc.edu) | <http://www.uncc.edu>  
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7. Format the signature by highlighting the text, using the drop down menu to select Arial font in 8-12 point, and ensuring the “ | ” or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.  
**\*Please note it may be necessary to do a “soft return” (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)**
8. Click **Save**, then click **OK** to close this window.
9. Click **OK** on the Options menu to close the open window.
10. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Create a new name for this signature in step #4, and select the new signature in step #5 under the **Replies/forwards:** drop down menu.
11. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

## Creating E-mail Signatures - Outlook 2003

In Microsoft Outlook 2003, create a signature for outgoing messages by completing the following:

1. In the **Tools** menu, select **Options**, and then select the **Mail Format** tab.
2. Select the **Signature** button near the bottom, and then select the **New** option.
3. In the **Enter a name for your new Signature** box, create a name for the signature.
4. Copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information:

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John L. Doe, PhD | Associate Professor of Content Area  
UNC Charlotte | Dept. of XYZ or 123 Building Name  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)  
[username@uncc.edu](mailto:username@uncc.edu) | <http://www.uncc.edu>  
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5. Format the signature by highlighting the text, and selecting the Font button to select Arial font in 8-12 point, and ensuring the “ | ” or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.  
**\*Please note it may be necessary to do a “soft return” (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)**
6. Click **FINISH**, to preview your signature, and then click **OK** to close this window.
7. To use this new signature for all New E-mails, select the signature name in the **Signature for new messages:** drop down box on the Mail Format tab.
8. To create a different signature for replies and forwarded messages, follow steps #1-7 above. Choose this signature name in the **Signature for replies and forwards:** drop down box on the Mail Format tab.
9. Click **OK** on the Options menu to close the open window.
10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

## Creating E-mail Signatures – Outlook Web Access

In Microsoft Outlook Web Access, create a signature for outgoing messages by completing the following:

11. Go to <https://unccmail.uncc.edu> and enter your NinerNET username and password then select **Basic** from the Client options section. Click the **Log On** button.
12. On the left-side **Navigation Pane**, select **Options**.
13. Under the **Messaging Options** section, copy and paste the following in the **text** box modifying with your personal information:

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John L. Doe, PhD | Associate Professor of Content Area  
UNC Charlotte | Dept. of XYZ or 123 Building Name  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)  
[username@uncc.edu](mailto:username@uncc.edu) | <http://www.uncc.edu>  
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**\*Please note it may be necessary to do a “soft return” (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)**

14. Click the check box next to “**Automatically include my signature on outgoing messages**”.
15. Click **Save and Close** at the top of the page to close this window.
16. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.

## Creating E-mail Signatures – Microsoft Office Entourage 2004 and 2008

In Microsoft Entourage 2004/2008, create a signature for outgoing messages by completing the following:

1. On the **Tools** menu, select **Signatures**, and then select the **New** button.
2. Enter a name for the signature in the **Name** box.
3. Click inside the text box and copy and paste the following in the **text** box on the lower portion of the window, modifying with your personal information:

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John L. Doe, PhD | Associate Professor of Content Area  
UNC Charlotte | Dept. of XYZ or 123 Building Name  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)  
[username@uncc.edu](mailto:username@uncc.edu) | <http://www.uncc.edu>  
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4. Format the signature by highlighting the text, using the **Use HTML** button to select Arial font in 8-12 point, and ensuring the “ | “ or pipe is bold. The legal disclaimer **MUST BE** copied and pasted below the signature to avoid any errors.  
**\*Please note it may be necessary to do a “soft return” (SHIFT + ENTER) at the end of each line of text to ensure each line of the signature is single spaced and formatted as above)**
5. Click the red button in the upper left hand corner to close the Signature Window.
6. Click **Save** when prompted.
7. To use the new signature on new e-mails, replies and forwards, select the new signature in the Signatures dialog box.
8. Close the Signatures dialog box.
9. To create a different signature for replies and forwarded messages, follow steps #1-6 above. Create a new name for this signature in step #3.
10. When composing a new message, a reply, or forward, the appropriate signature will automatically be added.