FAU College of Medicine Support Center

Create Outlook Signature

Jeff Clark - 2018-06-27 - Email and Collaboration

COM Standardized Signature:

Name
Title
Department/Unit
Phone
www.fau.edu/medicine
<<Insert Logo>> (Logos are located here)

Try it!

Create custom signatures that can be automatically added to your email messages. Email signatures can include text, images, your electronic business card, a logo, or even your handwritten signature.

Create an email signature

Select New Email.

Select Signature > Signatures.

Select New, type a name for the signature, and select OK.

Under Edit signature, type your signature and format it the way you like.

Select OK and close the email.

Select New Email to see the signature you created.

https://support.office.com/en-us/article/video-add-signatures-to-emails-31fb24f9-e698-4789-b92a-f0e777f774ca