

Add Your Signature

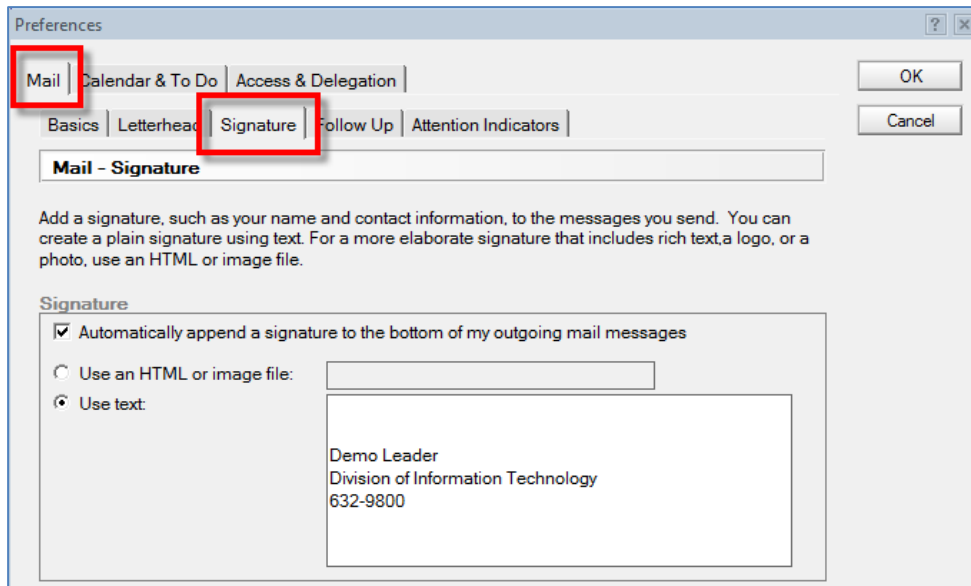
It is good professional practice to include a “signature” at the end of your outgoing messages, especially if you work with customers/colleagues outside of the University. Your “signature” can include useful information identifying WHO you are, WHERE you are from and HOW you can be contacted.

If you want the University’s confidentiality statement included as part of your signature you must add this first. Your signature can then be added above the confidentiality statement.

- Click **Actions > Add Confidentiality Note**

To add your own text “signature”:

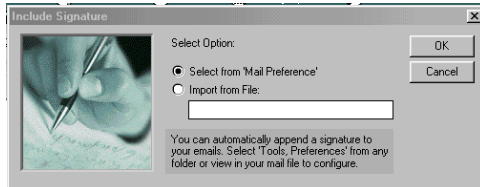
- From your *Inbox* click the **More** action and choose **Preferences**
- Click the **Mail** tab and then click the **Signature** tab



- Select the **Use Text** option
- If you added the confidentiality statement it will appear in the text box
- Place your cursor in the text box before the confidentiality statement, press enter two or three times and type your signature information
- Select **Automatically append a signature to the bottom of my outgoing mail message** if you want your signature will be added to all messages that you send
- Click **OK**

If you do not want your signature added to every outgoing message, do not check this option. Instead, you can add your signature to any mail message by doing the following:

- Place your cursor in the body of the email where you want to insert your signature
- Click the **More** action and select **Insert Signature**



Click **OK** and your signature will be added to the message