

EMAIL SIGNATURES

All staff who use UCP email should have an email signature block set up in Outlook. It is just good business etiquette to include your contact information in email communications.

A good email signature block should contain at a minimum:

- Your name
- Company Name
- Your job title
- Your phone number

Optionally, you can include:

- Your email address
- Your physical address (if different from mailing address)
- Your mailing address
- Your fax number
- A link to the company website and/or company social media

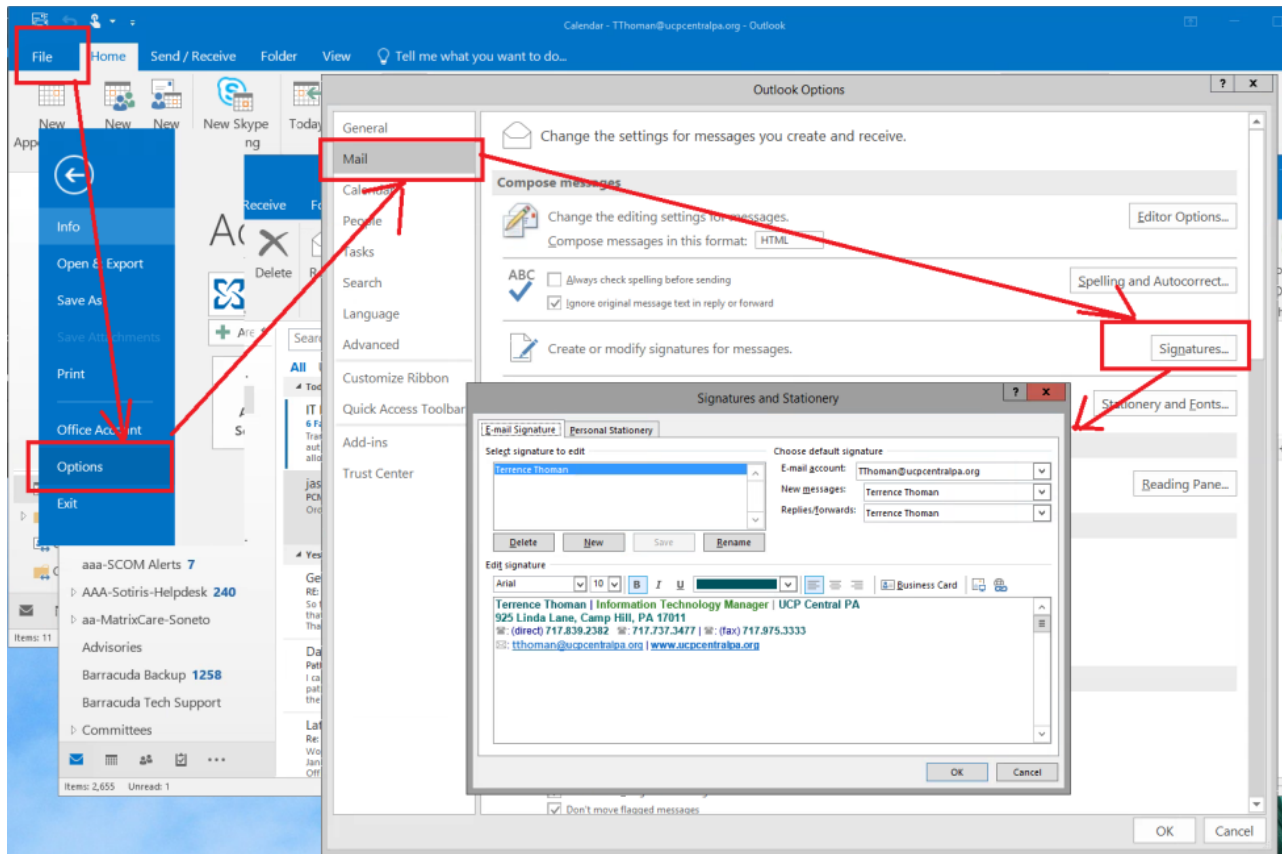
It can be just plain text or it can be formatted. Just be aware that many folks are using mobile devices, so take into account that someone will be viewing your message on a very small screen. **Simpler is better.**

Below is a brief description of how to set up an email signature in Outlook. If you need assistance, please contact ITSupport@ucpcentralpa.org or contact the Solution Center at 717-791-5250.

The procedure to set up an email signature depends on how you are accessing your email and you must set them up individually if you use both the desktop and web versions of Outlook.

OUTLOOK DESKTOP SOFTWARE

- 1) Click File from menu bar
- 2) Click Options
- 3) Click Mail
- 4) Click Signatures...
- 5) Enter your block text
- 6) Click New and give your signature a name
- 7) Use the drop down boxes to select your saved signature for New Messages and Replies/Forwards
- 8) Click OK to save the setting



OUTLOOK WEB VERSION (MOST DSP ACCOUNTS ARE ACCESSED ONLY USING THE WEB VERSION)

- 1) Click the “cog wheel” icon in the upper right portion of Outlook Web screen (next to your name) to access the Settings menu
- 2) Click Mail
- 3) Click Email signature
- 4) Check the boxes “Automatically include my signature on new messages I compose” and “Automatically include my signature on message I forward or reply to”
- 5) Enter your signature line information in the edit box
- 6) Click Save

The screenshot displays the Outlook Web Version interface. At the top right, the user's name 'Thoman, Terrence' is visible next to a 'cog wheel' settings icon, which is highlighted with a red box. Below the navigation pane on the left, the 'Options' menu is open, and 'Email signature' is selected, also highlighted with a red box. The main content area shows the 'Email signature' configuration window. This window has a 'Save' button and a 'Discard' button. It contains two checked checkboxes: 'Automatically include my signature on new messages I compose' and 'Automatically include my signature on messages I forward or reply to'. Below these is a rich text editor with a signature: 'Terrence Thoman', 'UCP Central PA | IT Manager', '(717) 737-3477', and 'Terrence.Thoman@ucpcentralpa.org'. The 'Settings' pane on the right is partially visible, with the 'Mail' option highlighted in a red box. Red arrows indicate the flow from the 'cog wheel' icon to the 'Email signature' option in the 'Options' menu, and from the 'Mail' option in the 'Settings' pane to the 'Email signature' configuration window.