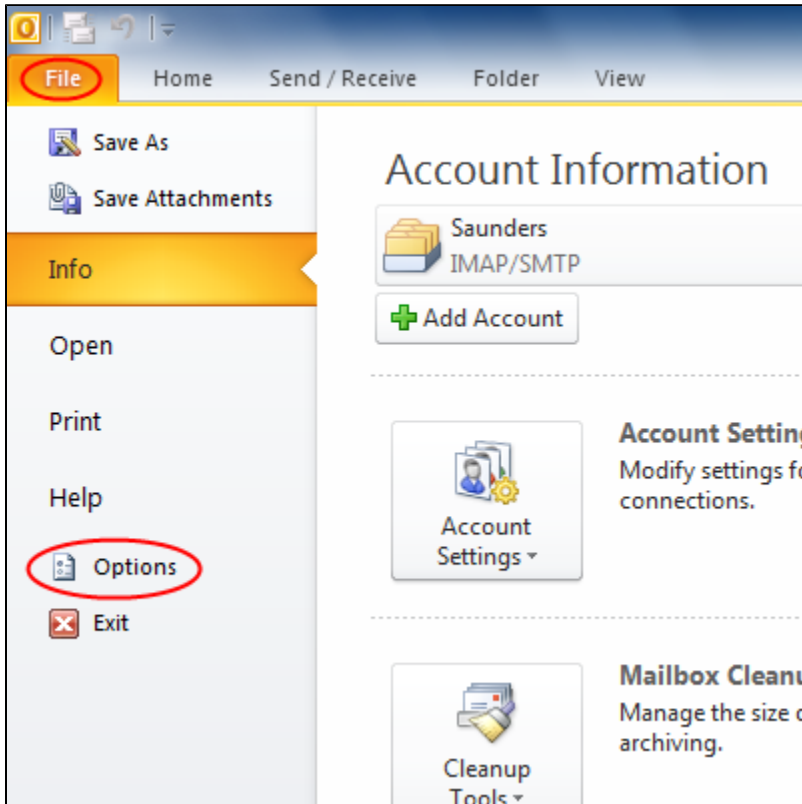


Email Signatures

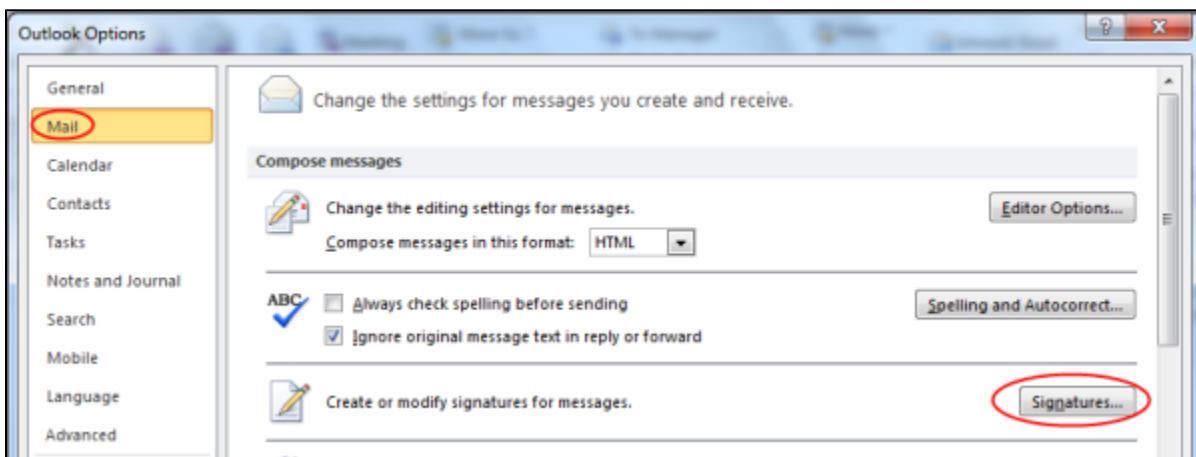
- Outlook
- myMail

Outlook

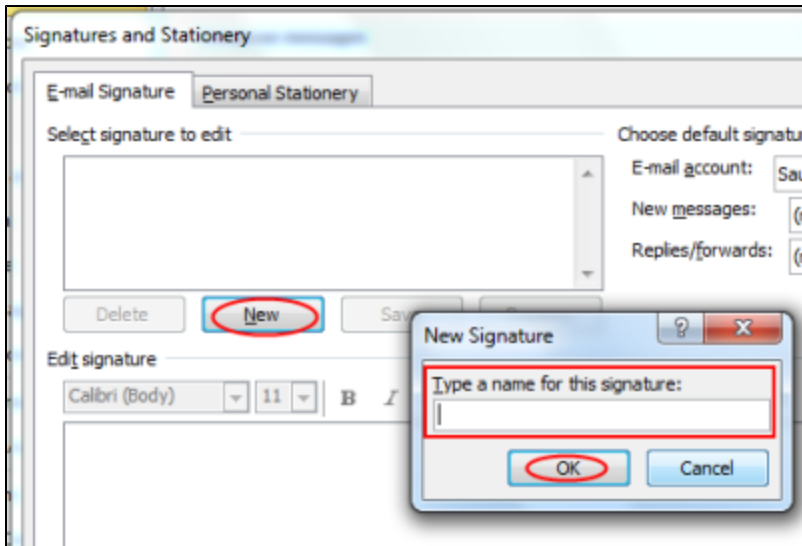
Start by opening Outlook and clicking on **File** and then **Options**.



Click on **Mail** along the left-hand side and then **Signatures**.



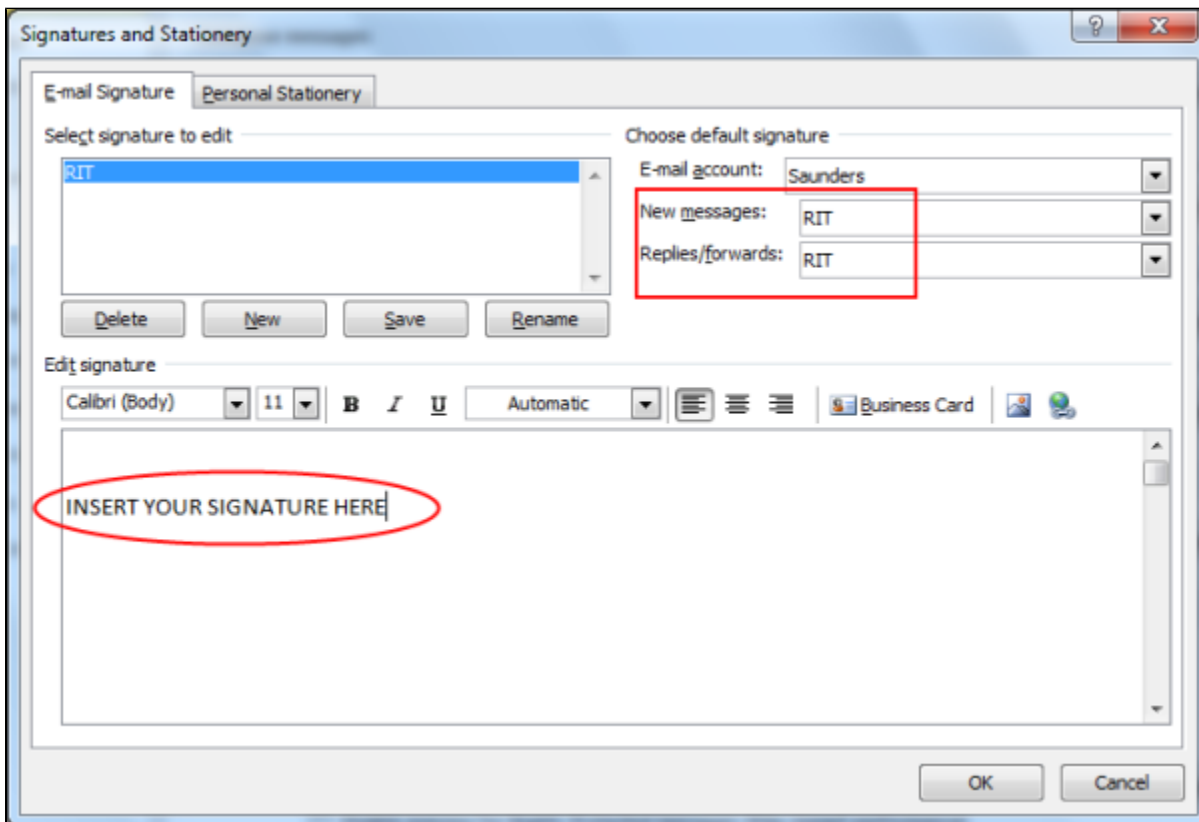
To create a new signature, click on the **New** button and give your signature a name. We recommend RIT. Then click **OK**.



Then setup your signature. Use the drop downs in the upper right-hand corner to set your signature for your email account. If you have multiple accounts, you will need to specify with signature you want to use for which account. Be sure to set your signature for both New messages as well as Replies/forwards.

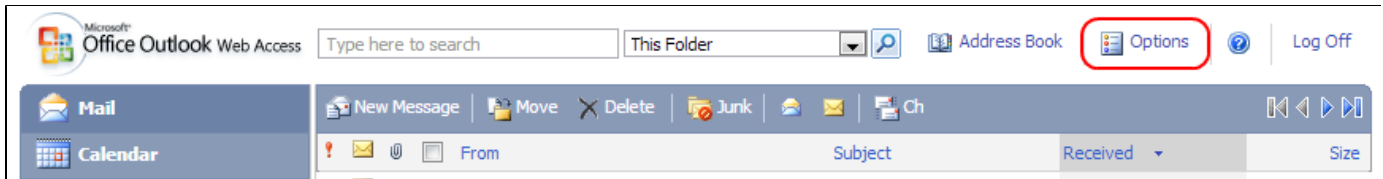
Don't forget that your signature must follow the [RIT Signature Standards](#).

Once done, click **OK**.



myMail

To set a signature in myMail, start by logging in and click on Options.



Click on **Messaging**, check the checkbox for including a signature, enter your signature and then click **Save**.

Don't forget that your signature must follow the RIT Signature Standards.

