

Email Signatures

Table of Contents

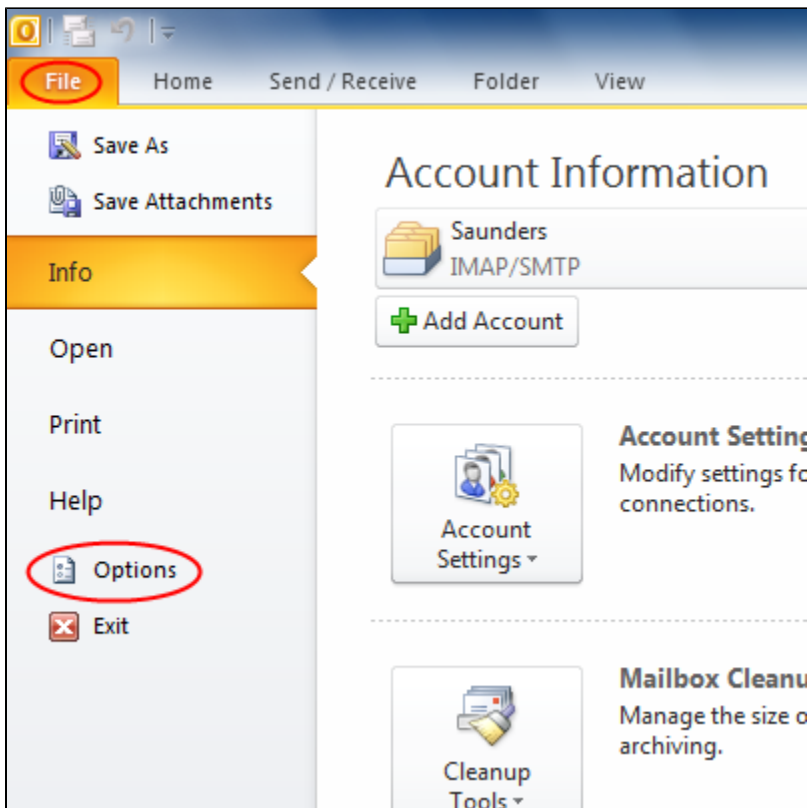
- Creating your Signature
- Outlook
- myMail

Creating your Signature

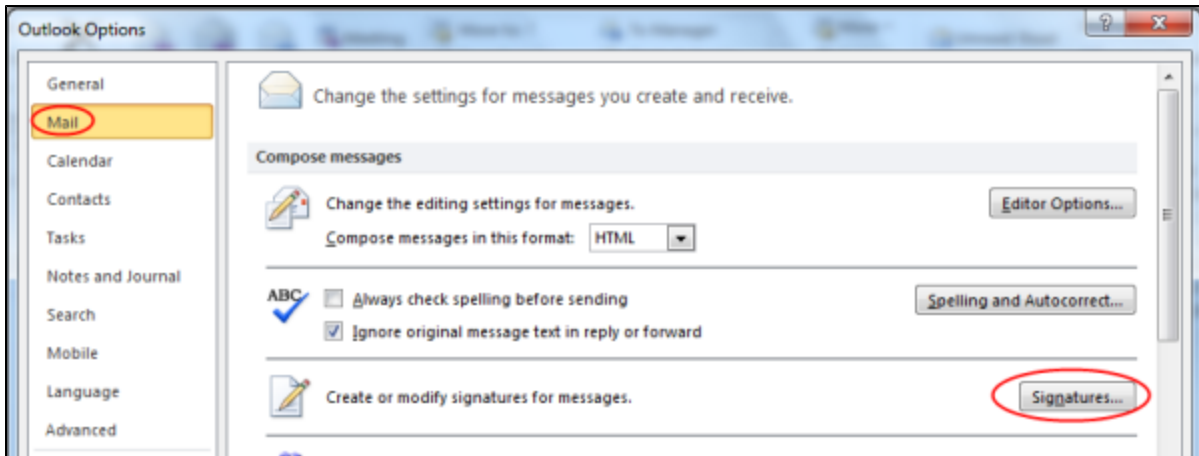
RIT requires that our email signature follow the RIT Signature Standards. You can go to <https://www.rit.edu/marketing/brandportal/toolkits/email-signature> to generate a signature that you can copy and paste into your mail client that meets these standards.

Outlook

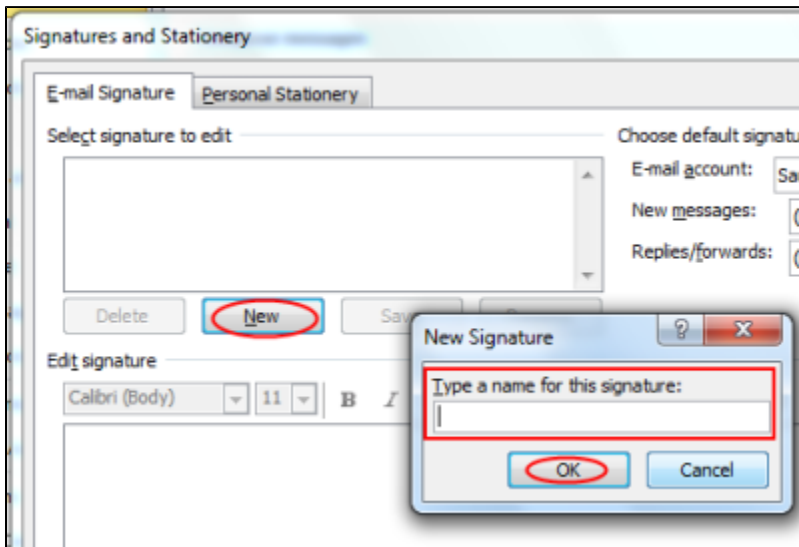
Start by opening Outlook and clicking on **File** and then **Options**.



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

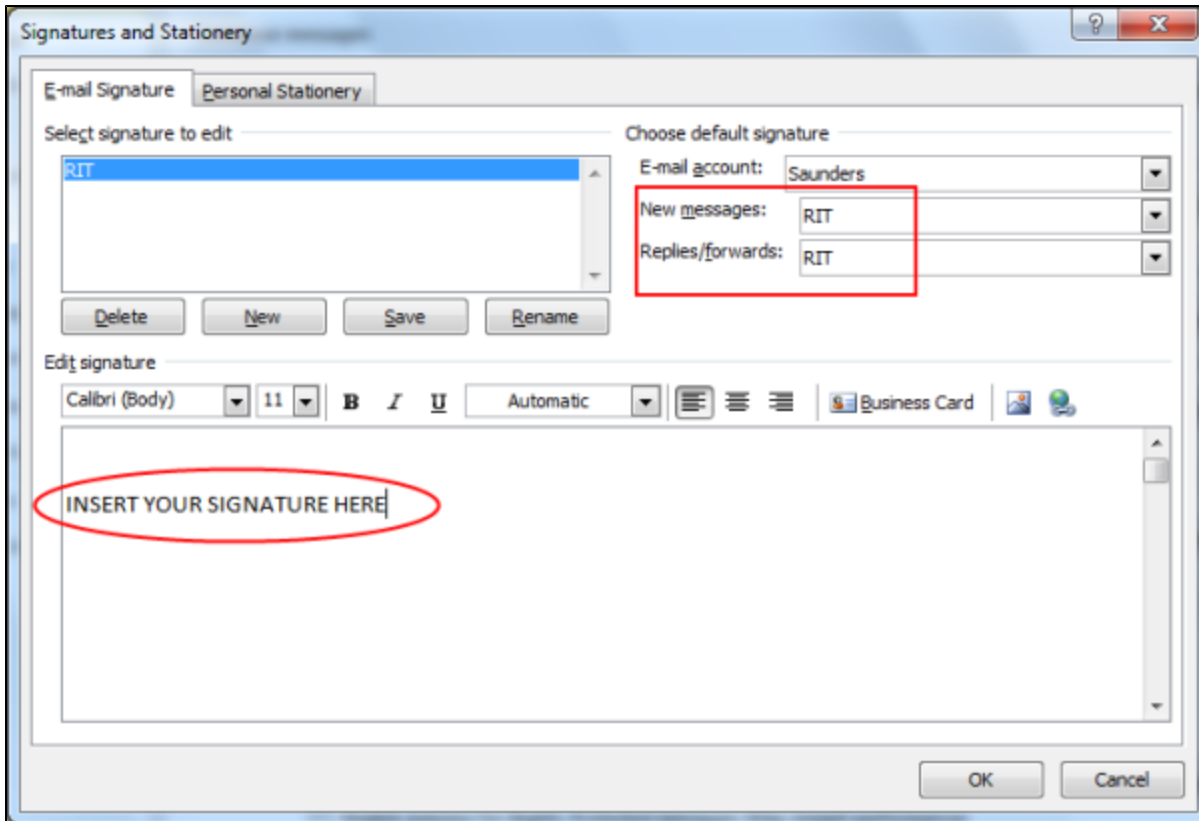


To create a new signature, click on the **New** button and give your signature a name. We recommend RIT. Then click **OK**.



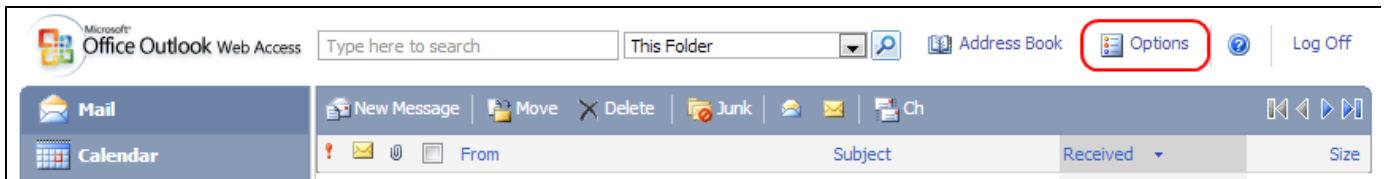
Then setup your signature. Use the drop downs in the upper right-hand corner to set your signature for your email account. If you have multiple accounts, you will need to specify with signature you want to use for which account. Be sure to set your signature for both New messages as well as Replies/forwards.

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**.



Mail

Calendar

Contacts

Regional Settings

Messaging

Junk E-Mail

Calendar

Out of Office Assistant

Accessibility

Mobile Devices

About

Save



Message Options

Number of items to display per page: 20

After moving or deleting an item: open the next item



E-mail Signature

Automatically include my signature on outgoing messages