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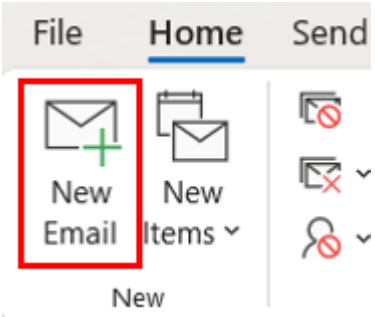
Use Outlook signatures to save time [1]

May 28, 2024 by ES and UIS Communications [2]

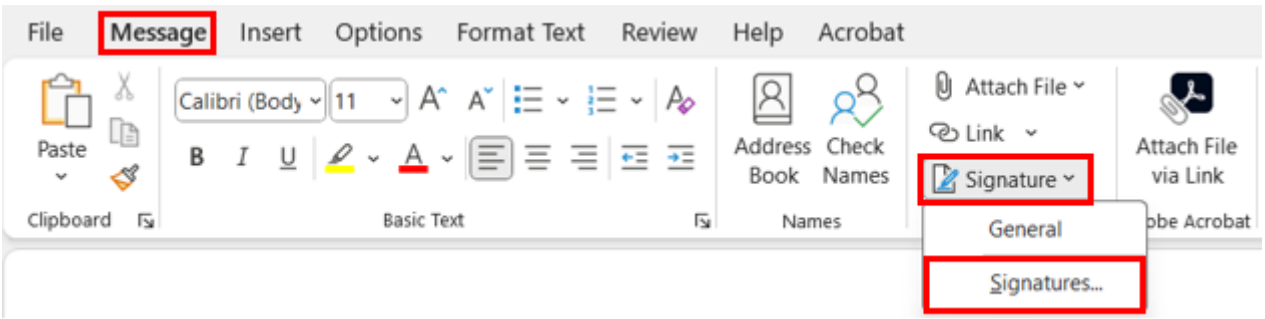
Email signatures are a great way to quickly add your contact information and other important details to an Outlook message. Signatures can also be used to respond to common requests by setting up a predefined response.

Creating or editing an email signature

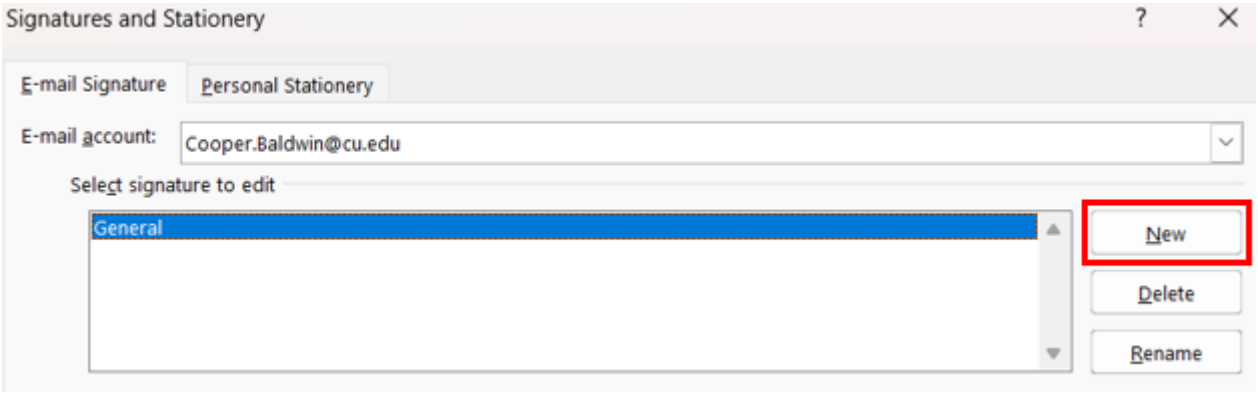
1. In Outlook, select **New email** from the **Home** tab.



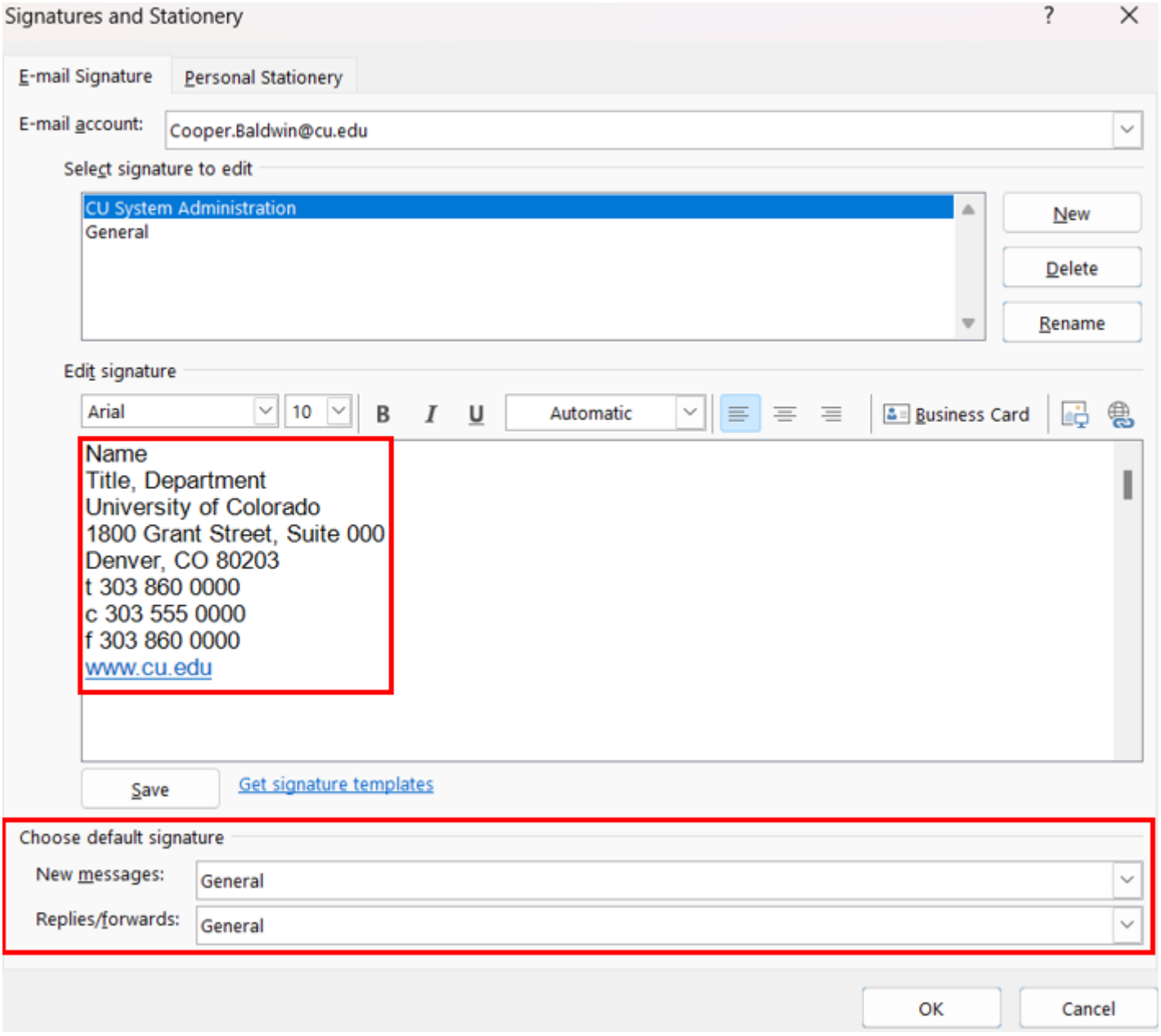
2. Under the **Message** tab, select the **Signature** option. Select **Signatures** from the dropdown menu.



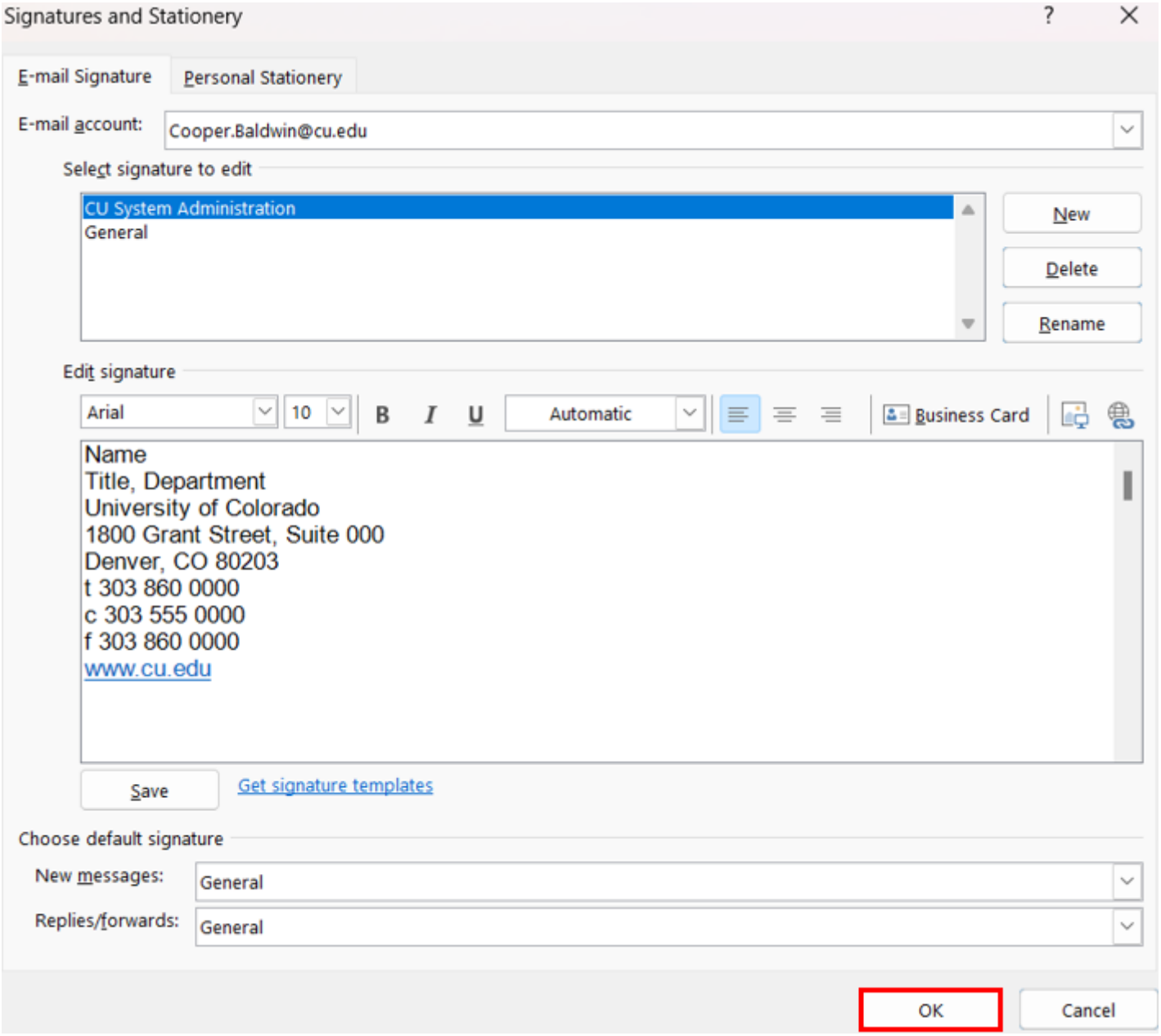
3. Select **New** and name your signature.



4. Type in your signature. Use the drop-down menu to choose a default signature for new messages and for replies/forwards. Remember to follow the University of Colorado's branding guidelines and requirements for employee email signatures [3].



5. Select **OK** to save.

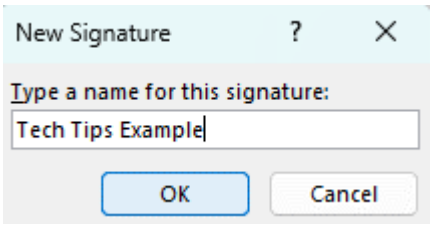


Use a customized email signature to quickly respond to common requests

If you often send identical email replies to the same questions, you can create additional email signatures as a shortcut to pasting your standard answer into the email.

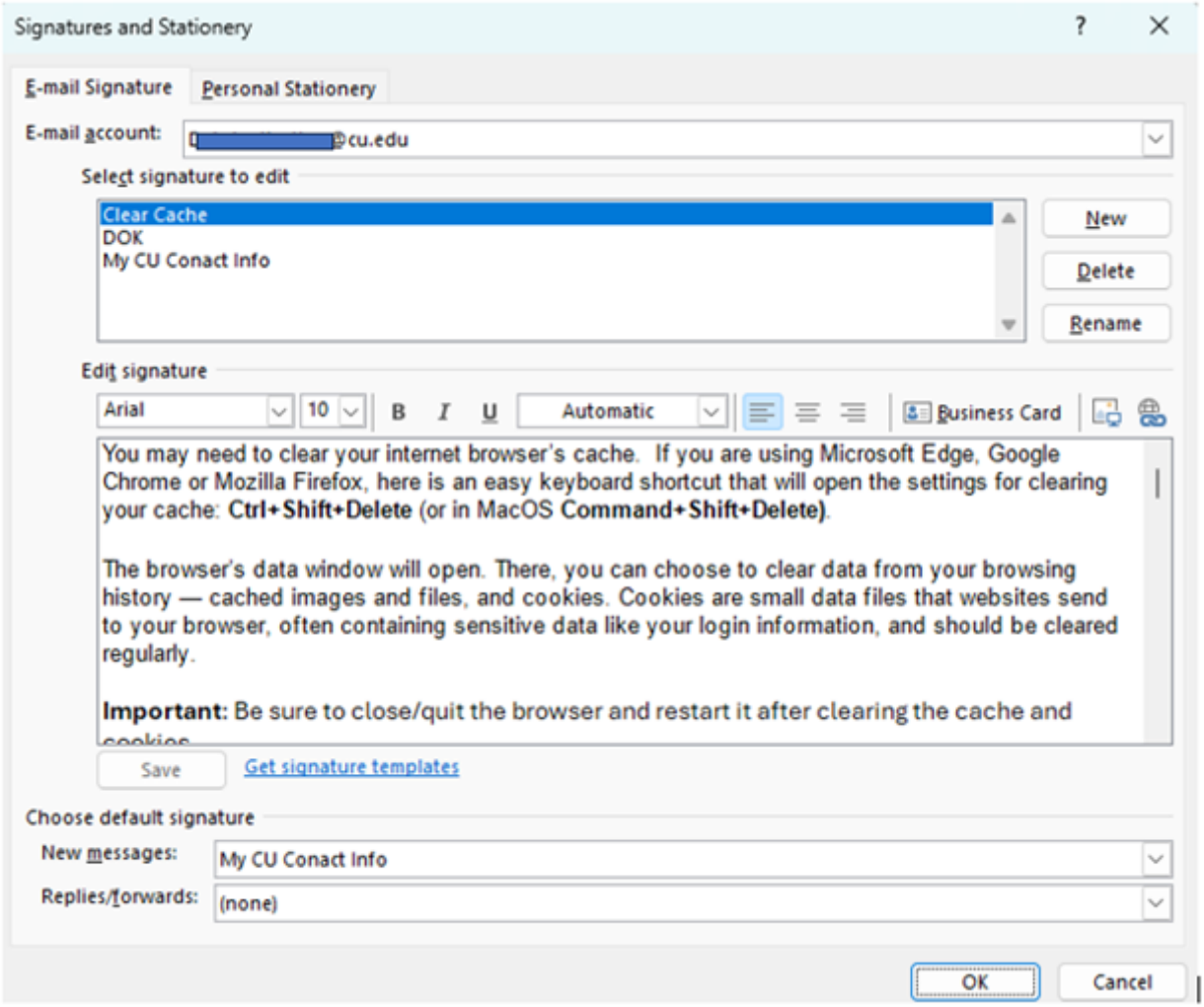
1. Navigate to the signatures panel, as described in steps 1 and 2 above.

2. Select **New** and name this signature so it clearly identifies the topic.

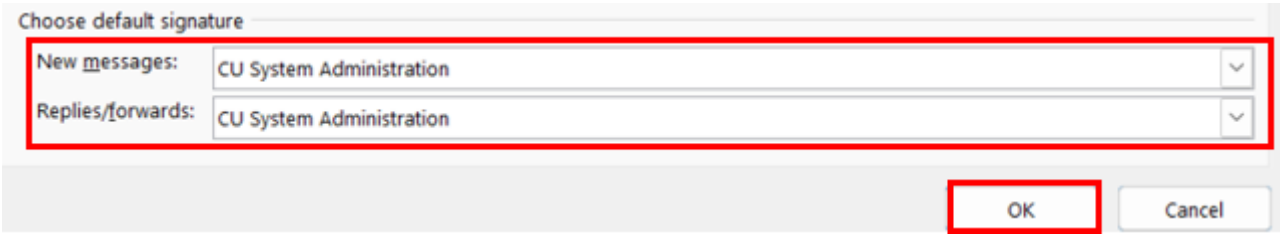


3. Draft a response to a common question. Be sure to name the signature in relation to the question it addresses. The example below is in response to users asking how to

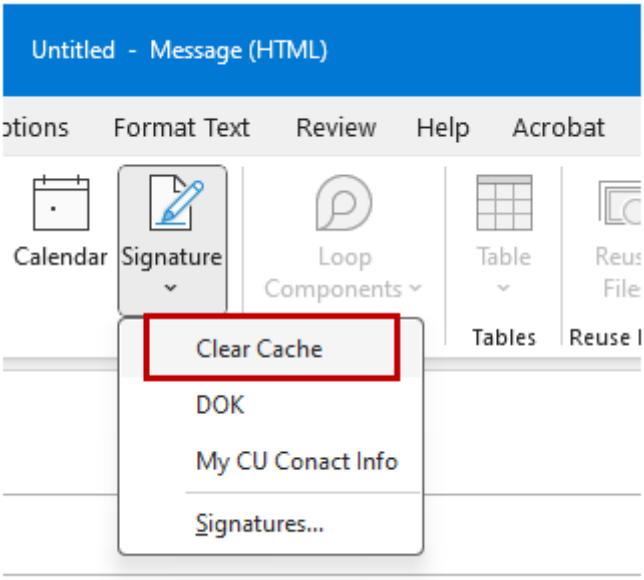
clear their cache.



4. Confirm that this response signature is **NOT** selected for either default signature, and select **OK** to save.



5. The next time you receive the common request, your customized signature will be ready in the drop-down list of available signatures. You can select that email signature from the Signature drop-down menu to quickly reply.



Outlook email [4], new employees [5]

Display Title:

Use Outlook signatures to save time

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