

## To configure your new signature:

From the [signature generator](#), enter your information into the relevant fields. Some entries will not apply (such as Fax Number for most users), leave any fields that don't apply blank.

### COLLEGE OF EDUCATION EMAIL SIGNATURE GENERATOR

Fill out the form and then click the "CREATE SIGNATURE" button to generate the signature. To copy it into your message, click the "COPY SIGNATURE" button. Your signature will be copied to your clipboard so you can then add it to your email's signature creation tool. Please review the tutorial on how to [create signatures in Microsoft Outlook](#).

Name

Position Title

Department

Address Line 1

Address Line 2

Work Number

Fax Number

Cell Phone Number

Work Email

Website

CREATE SIGNATURE




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COPY SIGNATURE

Once you have entered your information, click the **Create Signature** button and your signature will be generated on the upper right with a preview (depending on your monitor settings you may have to scroll back up to see the preview), such as the example below:

Fill out the form and then click the "CREATE SIGNATURE" button to generate the signature. To copy it into your message, click the "COPY SIGNATURE" button. Your signature will be copied to your clipboard so you can then add it to your email's signature creation tool. Microsoft's support site offers a tutorial on how to [create signatures in Microsoft Outlook](#).

<p>Name</p> <input type="text" value="Todd Walsh"/>  <p>Position Title</p> <input type="text" value="Coordinator, Computer Applications"/>  <p>Department</p> <input type="text" value="Technology Services"/>  <p>Address Line 1</p> <input type="text" value="College of Education"/>  <p>Address Line 2</p> <input type="text" value="Bldg 47, Room 335F"/>  <p>Work Number</p> <input type="text" value="(561) 297-0916"/>  <p>Fax Number</p> <input type="text"/>  <p>Cell Phone Number</p> <input type="text"/>  <p>Work Email</p> <input type="text" value="twalsh5@fau.edu"/>  <p>Website</p> <input type="text" value="https://www.fau.edu/education/centersandprograms/coetech/"/>	<div><p><b>Todd Walsh</b> Coordinator, Computer Applications Technology Services College of Education Bldg 47, Room 335F Work-phone: (561) 297-0916 <a href="mailto:twalsh5@fau.edu">twalsh5@fau.edu</a> <a href="https://www.fau.edu/education/centersandprograms/coetech/">https://www.fau.edu/education/centersandprograms/coetech/</a></p><div><b>FLORIDA ATLANTIC UNIVERSITY</b> College of Education</div></div> <div><b>COPY SIGNATURE</b></div>
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**CREATE SIGNATURE**

Click the **Copy Signature** button. You are now ready to copy your signature into Outlook. For most users, the instructions for adding your new signature to Outlook for PC are immediately below.

Alternatively:

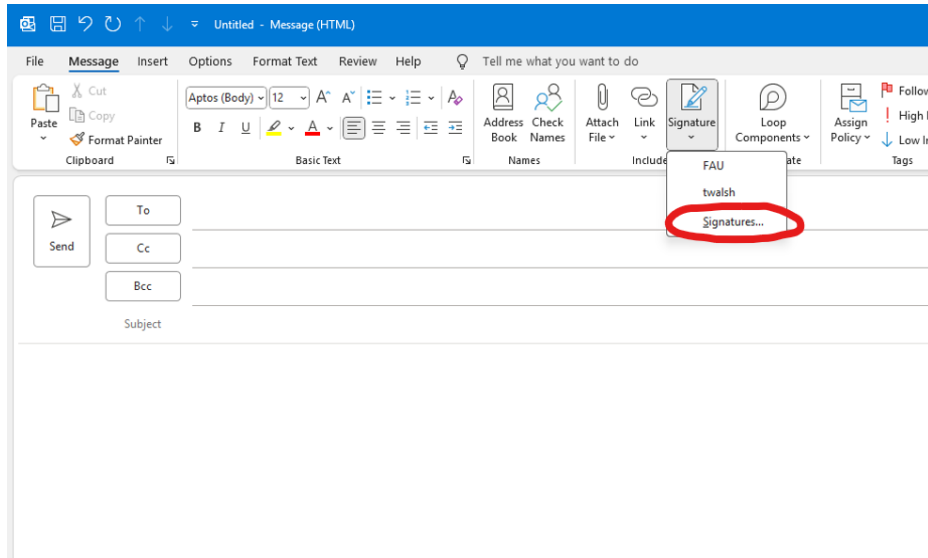
[To create a signature on Outlook for Mac, click here.](#)

[To create a signature for Outlook on the Web, click here.](#)

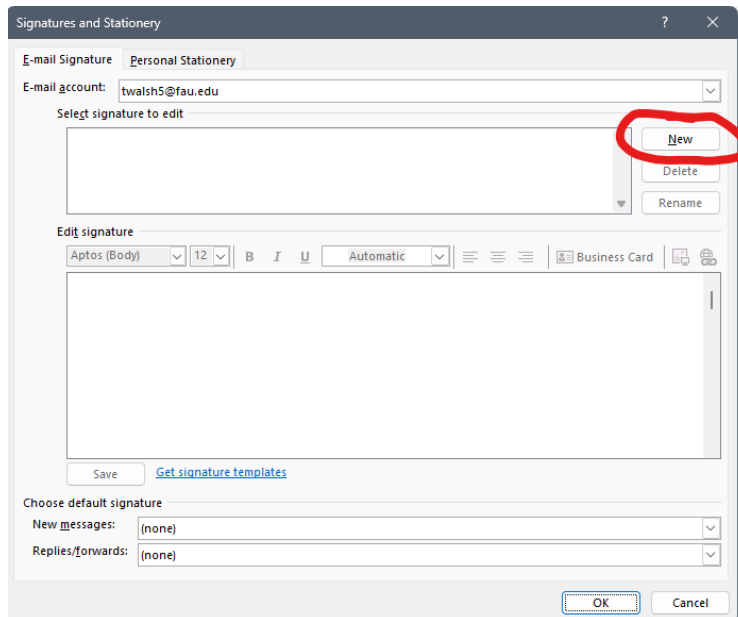
[To create a signature for Outlook for Mobile, click here.](#)

## To create a signature for Outlook for PC

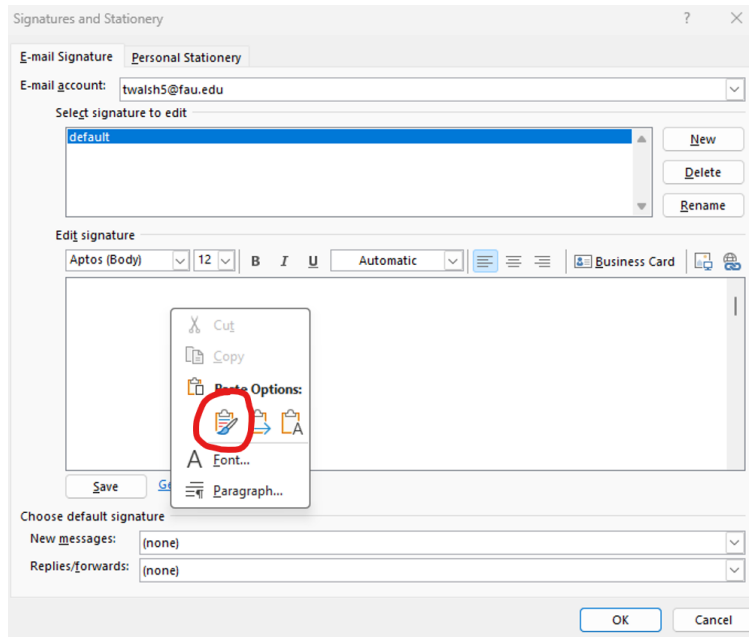
1. In Outlook, open a new e-mail message.
2. Under the message tab, select signature and then click signatures.



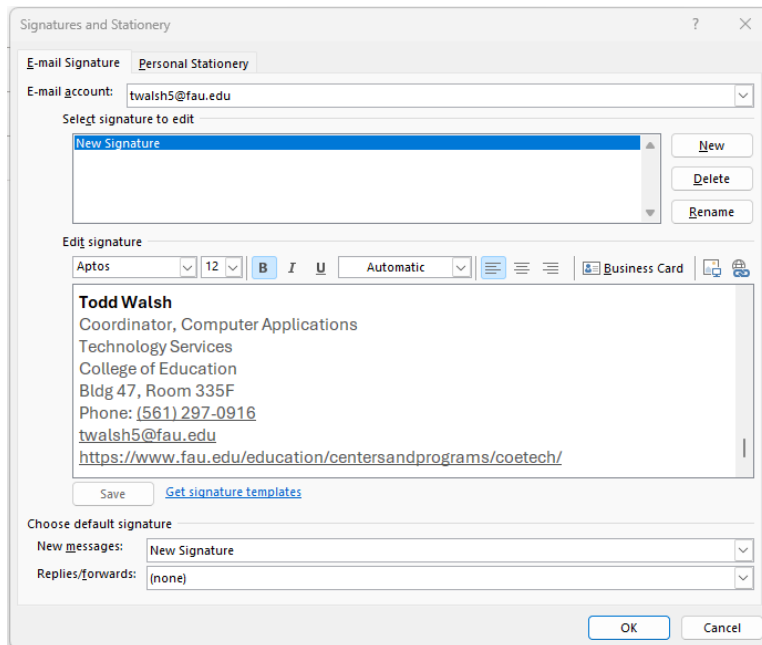
3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature. This name is strictly for Outlook and can be anything you wish. “FAU” or “default” are common names users choose.



4. Under **Edit signature**, right-click in the blank space and then click paste as illustrated below.



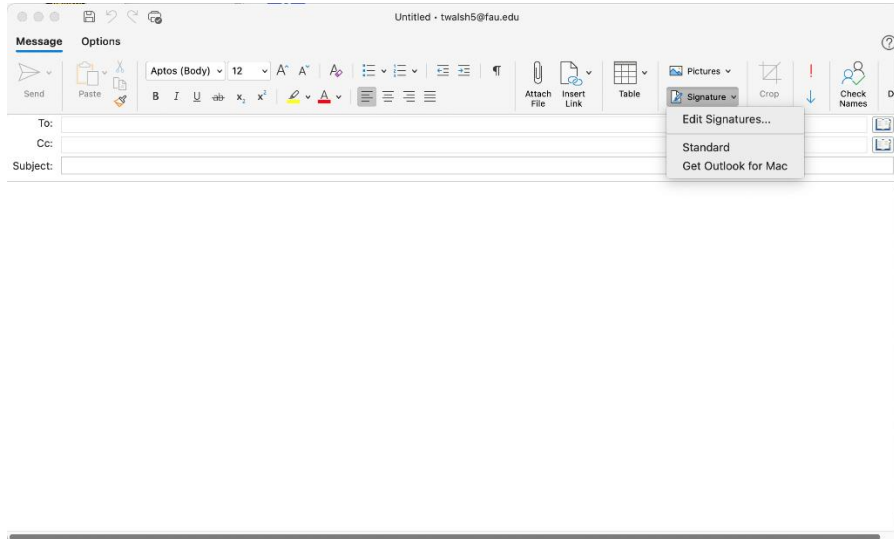
5. **[Optional]** With the signature pasted into Outlook, make any changes not accounted for by the signature generator (such as extra address lines, or uncommon fields – examples of e-mail signatures are included at the end of this document). Please keep in mind, the University's Acceptable use of Technology Resources policy with regard to e-mail signatures. They are re-printed in these instructions, at the bottom, for your reference.
6. Click **Save**, and choose to have Outlook use your signature by default for new e-mail and replies.



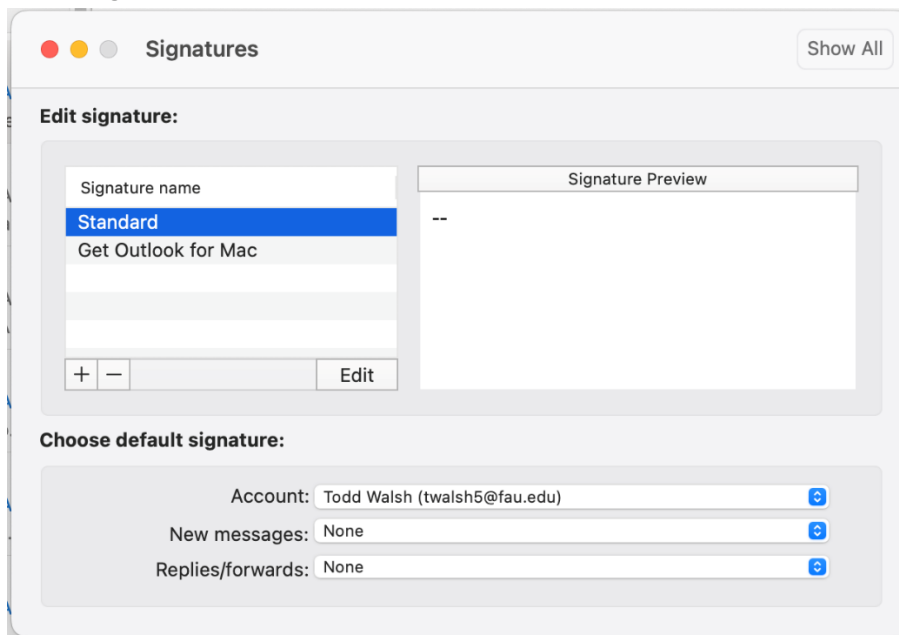
7. Click **OK**

## To create a signature on Outlook for Mac

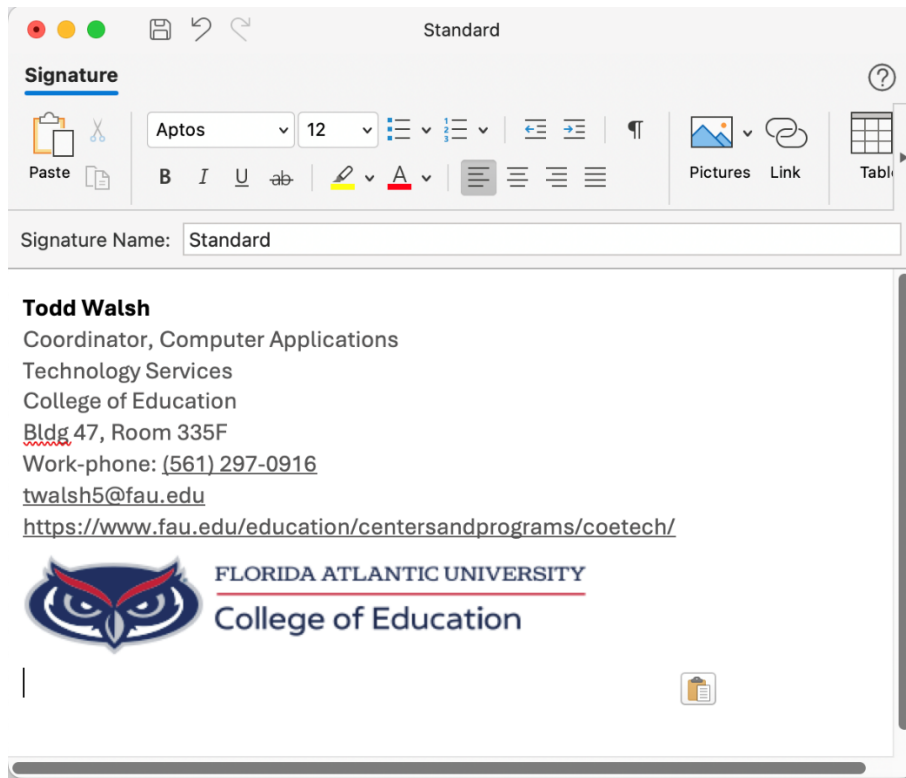
1. In Outlook, open a new e-mail message.
2. Under the message tab, select **signature** and then click **Edit Signatures**.



3. In the Signatures window, select an account, then click **Edit**.



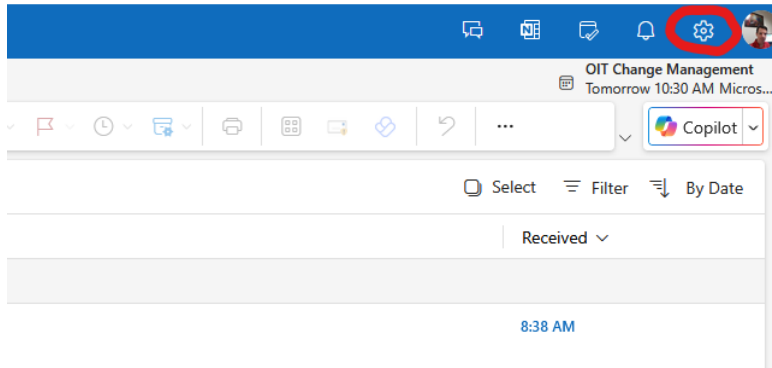
4. If Outlook for Mac automatically generates anything in this field, delete it. Then, click the **Paste** icon in the upper-left to paste the signature from the signature generator here.



5. **[Optional]** With the signature pasted into Outlook, make any changes not accounted for by the signature generator (such as extra address lines, or uncommon fields – examples of e-mail signatures are included below). Please keep in mind, the University's Acceptable use of Technology Resources policy with regard to e-mail signatures. They are re-printed in these instructions at the bottom of this document for your reference.
6. Close this window, and when prompted, click **Save**. Then choose to have Outlook use your signature by default for new e-mail and replies with the dropdown menus.
7. Close this window.

## To create a signature for Outlook on the Web

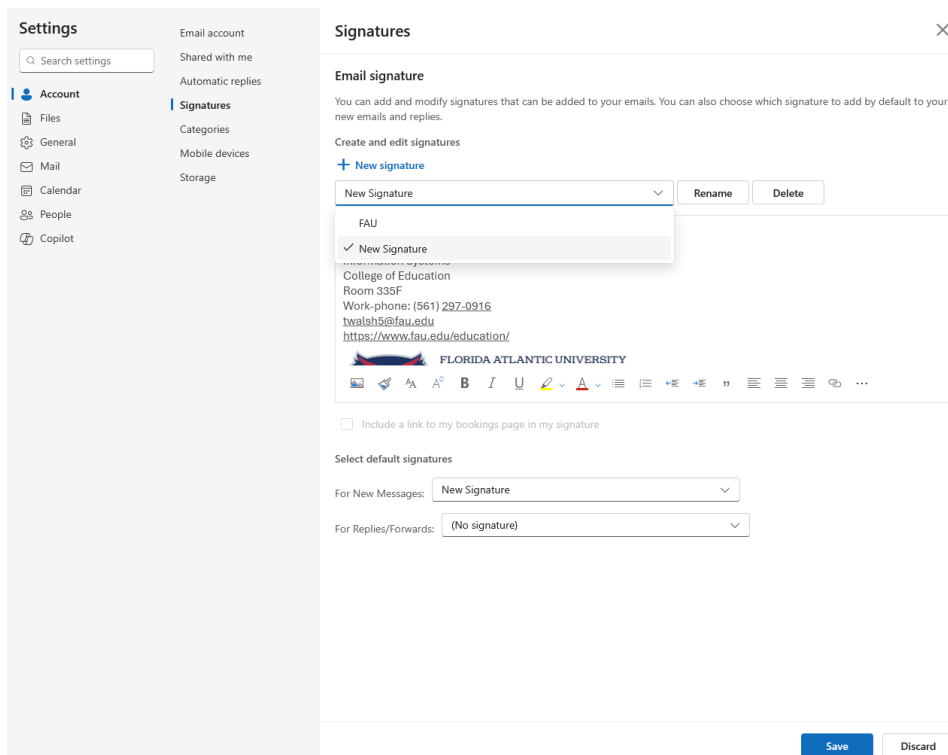
1. Select **Settings** by clicking the gearbox icon at the top of the page as illustrated below:



2. Select Account > Signatures.

### Option 1

1. Once you create a signature in Outlook, that signature should be available in the web version. To use the signature you just created, select the dropdown menu, and then choose the new signature you created in Outlook, and set your signature for new e-mail and replies as desired:



### Option 2

If the signature is not present (or you are creating a signature solely for Outlook for Web) follow the instructions below:

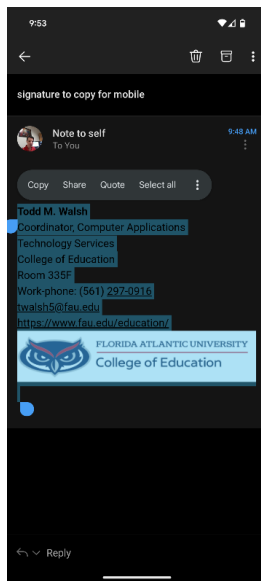
1. Under Email signature, click in the text box and then hold CTRL-V (Command-V on Mac) to paste your signature from the signature generator. (Unfortunately, right-clicking and selecting paste will not properly copy your signature into Outlook, you will have to use the keyboard shortcuts for this step).
2. **[Optional]** With the signature pasted into Outlook, make any changes not accounted for by the signature generator (such as extra address lines, or uncommon fields – examples of e-mail signatures are included below). Please keep in mind, the University's Acceptable use of Technology Resources policy with regard to e-mail signatures. They are re-printed in these instructions at the bottom of this document for your reference.
3. Select **Save** when you're done.



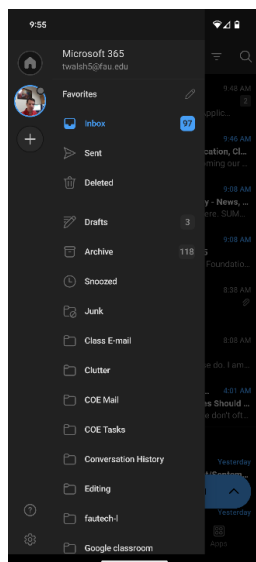
## To create a signature for Outlook for Mobile

It is highly recommended to use the Outlook App from either the Apple App Store or the Google Play Store if using an Android device. Instructions for how to install Outlook on your phone can be found here: [Setting Up Outlook app on SmartPhone](#).

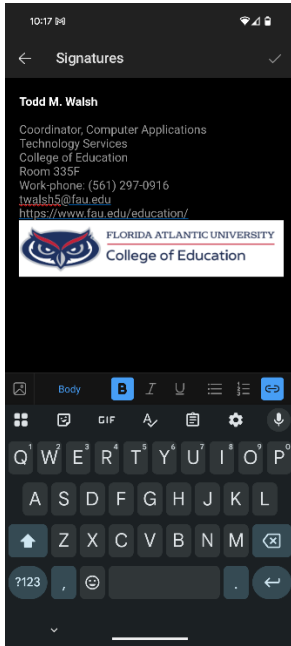
1. First, send an e-mail with your new signature created via one of the previous methods to yourself.
2. In the mobile app, find that message and then press and hold a finger to select text to copy. Select the entire signature.
3. Select **Copy**.



4. Select the back arrow to go back to your inbox.
5. Select your account icon in the upper-left corner.



6. Select the gearbox icon to open the **Settings** menu.
7. Select **Signatures**.
8. Erase the current signature. Then press and hold down until the copy options appear.
9. Select **Paste**.



10. Press the checkmark in the upper-right to accept and save.
11. Exit settings.

## E-mail signature examples:

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If you have any questions, or have signature needs that go beyond the standard template, feel free to reach out to Technology Services and we'll be happy to walk you through the process.

Florida Atlantic's Acceptable Use of Technology Resources Policy, Article 1, Section N:

N. Email Signatures: Email signatures for University business communications may only include University-related contact information. Only current titles and positions may be listed. Email signatures may not include personal statements, messages, images or links, including, but not limited to, spiritual, political, philosophical, religious, poetic, or other personal statements, messages, images, or links.