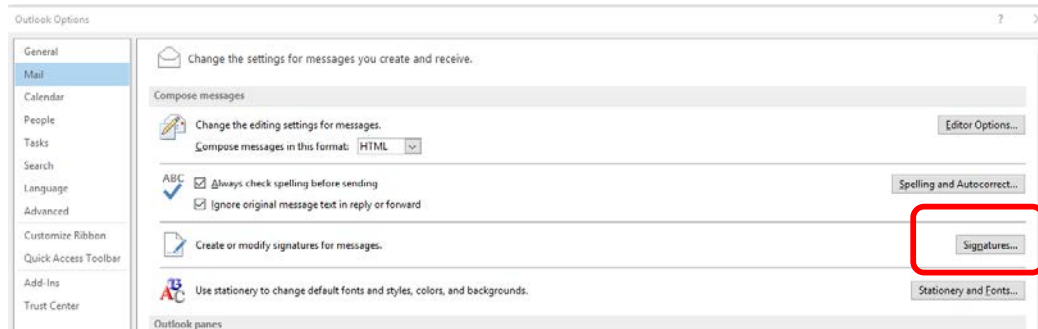
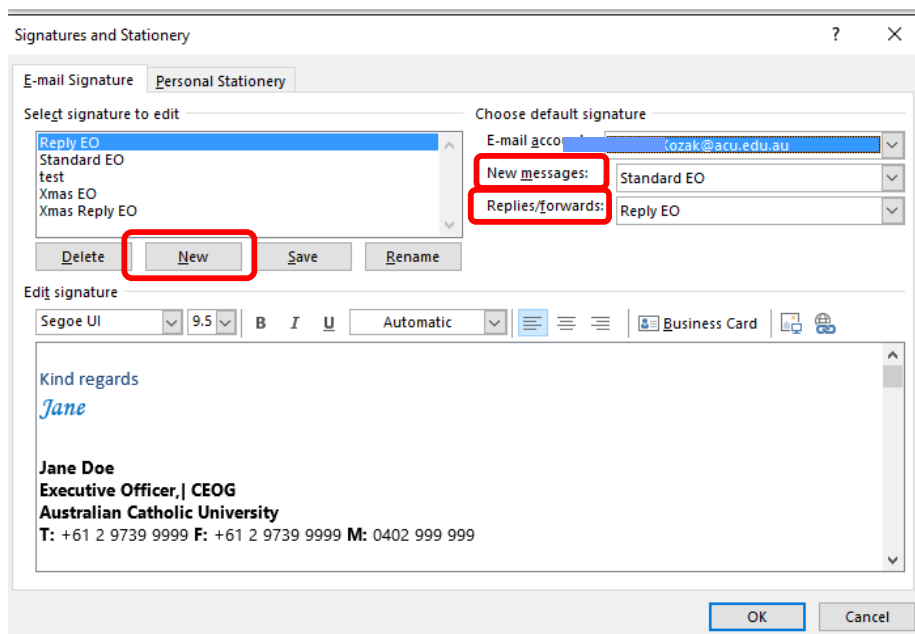


Setting up an email signature for all outgoing email can be done automatically and the signatures can be different for New Messages compared to Replies/Forwards.

- Under the File tab in Outlook (Outlook 2010 and 2013), select **Options** from the left menu bar.
- Under Outlook Options, select **Mail** on the left menu bar.
- On this page select **Signatures...**



- A pop-up window should appear with options for your e-mail signature.
- Create a new signature by selecting the **New** button, entering a **name** for this signature and copy and paste your current signature in the edit panel, then select the **Save** button.
- You can create as many signature as you like.
- Once created, you can then choose your default signatures on the right hand side.
- If you have created a standard signature and a separate reply signature, select these for **New Messages** and **Replies/Forwards**.



- Once set up select **OK**
- You should now show these new signatures whenever you create a new mail message or reply/forward a mail message.

Please Note:

If you choose to have a different reply message to your New Message signature, please ensure it still contains at least your **name**, **department** and **phone number** so that people can still contact you quickly without the need to look up your details.

Full signatures (as per our [Marketing guidelines](#)) should always be used when corresponding with external to ACU people or if responding on behalf of your manager.