Westview

Creating an Email Signature

Don Guilbeault - 2021-01-25 - Comments (2) - EMAIL

Have you setup an email signature yet?

A signature on your email helps automate your salutation at the end of your email, provide valuable contact information, and possibly an advertisement for a product or a disclaimer of privacy. Setting up a signature in your Microsoft Outlook can save you valuable time when you are sending emails on a regular basis.

To adopt brand awareness and consistency within the Westview Co-operative Association, we have adopted a standardized signature that should be used for all out going email.

So how do I set up a signature?

The following tutorial will outline the steps required for setting up your signature using Microsoft Outlook. (Please note if you are not using Microsoft Outlook and need assistance in setting up your email signature please feel free to reach out for assistance by submitting an email ticket to our new online HelpDesk https://helpdesk.westviewcoop.ca)

Below is a step by step walk through for Outlook 2013, 2016, 2019, and Desktop Outlook 365

- Click on **File** in the menu bar then click **Options**.
- In the Outlook Options screen click on **Mail** on the left-hand side.
- Now click on the [**Signatures...**] button on the right-hand side.

You now have a signature editor window open called Signatures and Stationery where you create your signature.

- Click on the [**New**] button.
- Type an identifying name for your signature "*My Signature*" and click the [**OK**] button.
- Now in the edit signature box you can create your signature just like using Microsoft Word to create a letter.

I have provided an example signature in a Microsoft Word download (link available below) that you can *copy, and paste* from, then edit to change information to match your name, position, and relevant contact information:

Link to Microsoft Word Document: Email_Signature_Example.docx

- Click on the [**Save**] button to save your signature.

Now on the right-hand side of the Signature and Stationery window there are 2 drop-down boxes, one is for **New messages:** and one is for **Replies/forwards:**

- Click on the drop-down arrow for **New messages:** and select your signature from the drop-down list. Do the same for the **Replies/forwards:** if you would like to include a signature with those emails as well.
- Finally Click the [**OK**] button for the Signatures and Stationery window.
- Then click the [**OK**] button on the Outlook Options window.

That's it, you have now created a Westview Co-op approved branded email signature. Thank you for taking the time show pride in out brand and facilitating consistency within the Westview Co-op Organization.

Comments (2)

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Don Guilbeault
7 years ago
Had a great question from one of the team members regarding the contact information for your signature. Please use your existing contact info, "The same mailing address you have always used, your phone numbers and current email address." Thanks.
Don Guilbeault
7 years ago
FYI I have updated the example signature to show the new URL for the website.... The .ca domain works the same but the .crs is the correct website address.