Adding Signature to Outlook

Martin-Gatton
College of Agriculture,
Food and Environment
University of Kentucky®

1. Navigate to the University of Kentucky Email Signature Generator **(Click here to access)**.

uky.edu/prmarketing/branding-tools/email-signature-generator

UK Public Relat
and Marketi
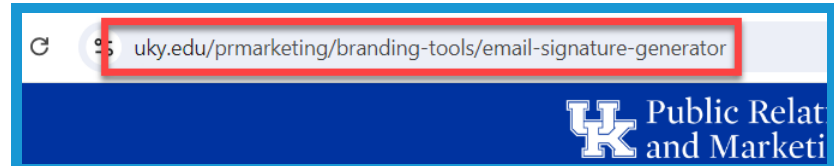
2. Enter the needed information in the generator's fields **(1)**. Once completed, click the **Build My Full Signature button (2)** at the bottom of the screen.

Email Signature Generator

First Name*

John

1

Last Name*

Smith

Pronouns

Credentials

Ph.D

Position/Title

Director

Department/Unit

Department/Unit

Sub-Unit

Sub-Unit/Team

Address

Address

City, State ZIP

Lexington, KY 40506

Phone

901.555.5555

Email

Email

2 BUILD MY FULL SIGNATURE

1

Adding Signature to Outlook
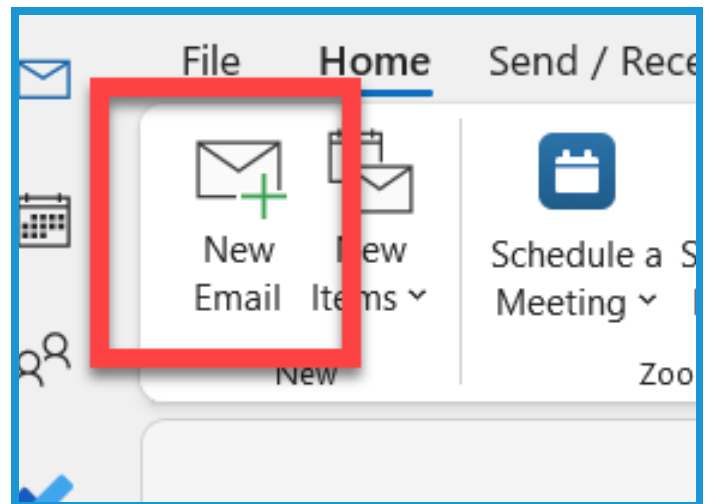
Martin-Gatton
College of Agriculture,
Food and Environment
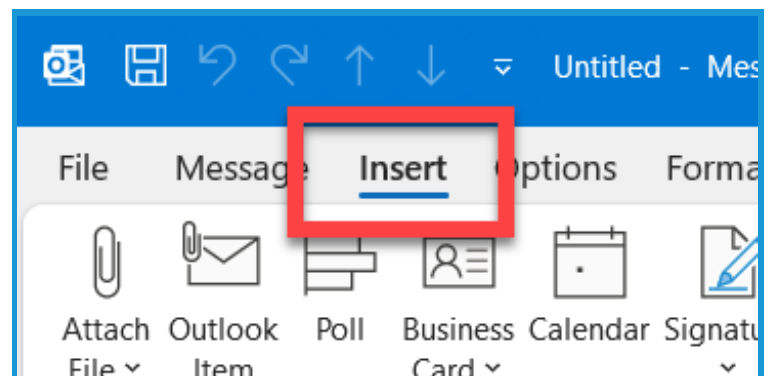University of Kentucky.

3. Your signature will appear in the upper right corner of the screen **(1)**. Left click on your mouse, drag across the signature, and copy the signature.
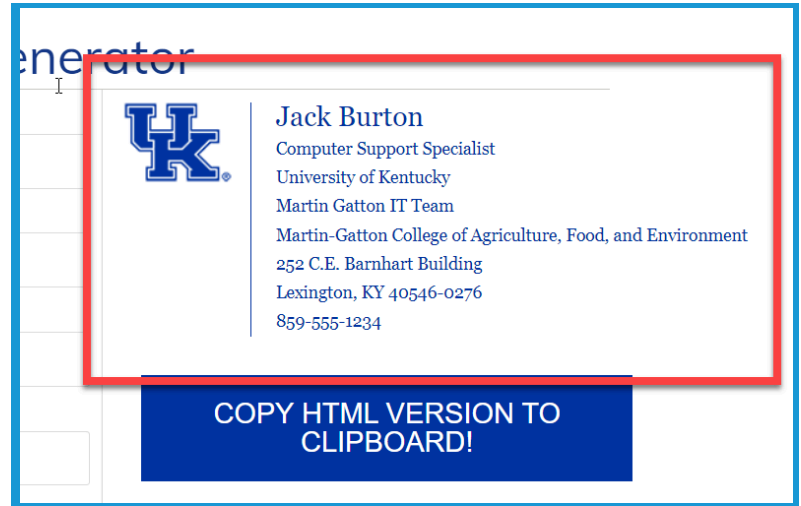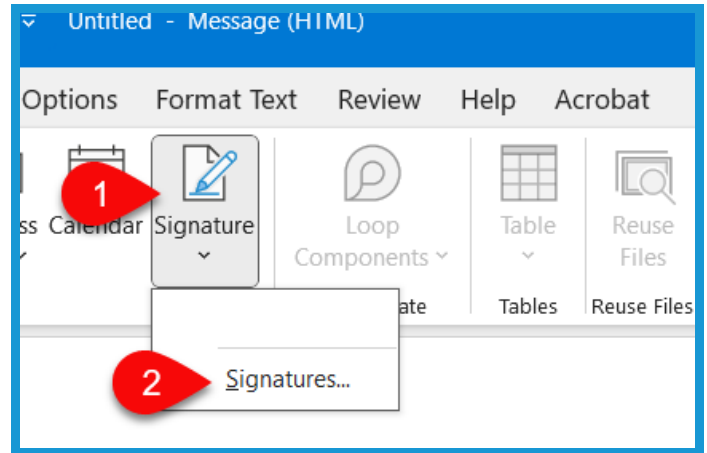
4. Open Outlook, and click **New Email** in the upper left corner of the Home tab.
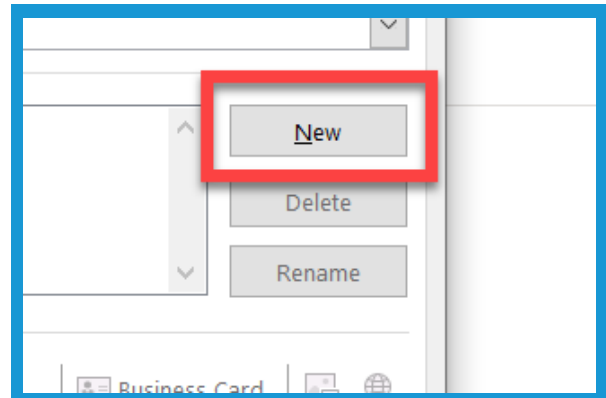
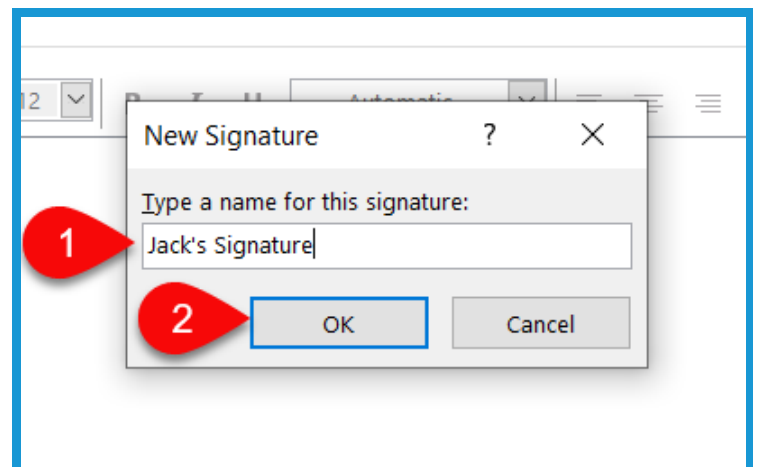5. Click **Insert** in the upper left corner of the new email window.

6. Click **Signature (1)** in the upper left and then select **Signatures (2)** in the dropdown menu.
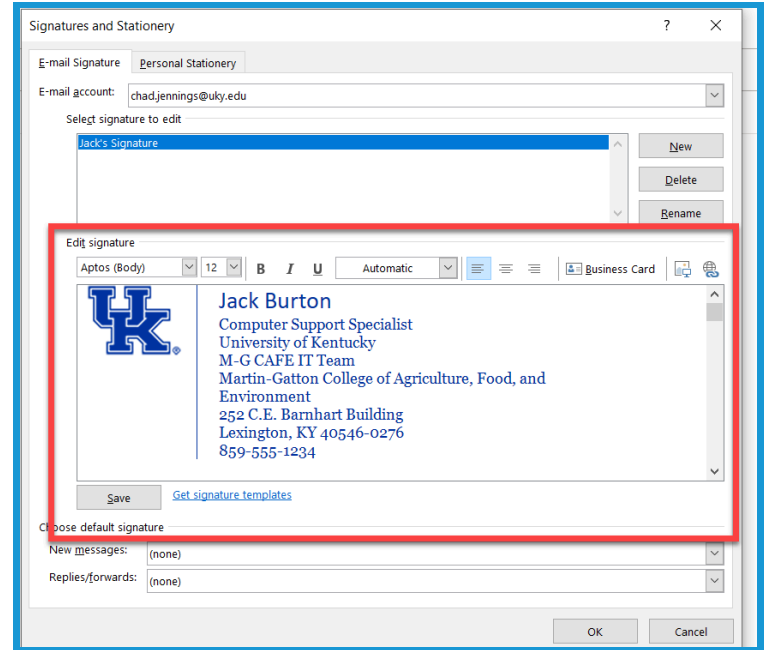

7. Click **New** on the right side of the Signatures and Stationary window.
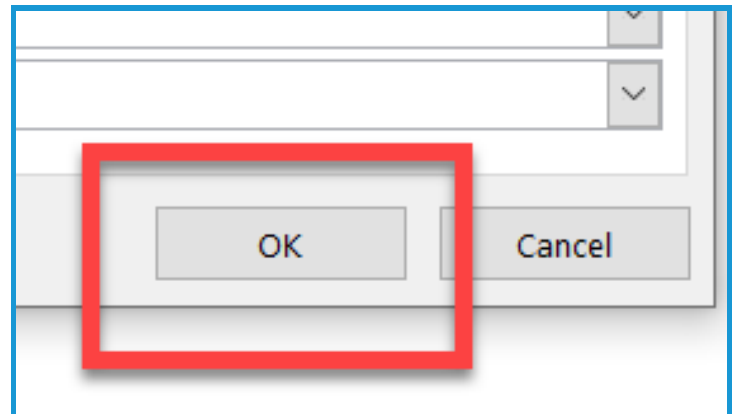

8. Give your signature a **name (1)**, and then select **OK (2)**.

9. Paste the signature in the **Edit signature text body** by right clicking and selecting Paste, or hitting Ctrl + V on your keyboard.

10. Click **OK** in the lower right corner of the Signature and Stationery window.

11. Click the **X** in the upper right corner of the email that you opened in step 4. Your signature will now appear when you open new emails.

4