

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



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.

First Name*		
John		
Last Name*		
Smith		
Pronouns		
Credentials		
Ph.D		
Position/Title	2	BUILD MY FULL SIGNATURE
Director		
Department/Unit		
Department/Unit		
Sub-Unit		
Sub-Unit/Team		
Address		
Address		
City, State ZIP		
Lexington, KY 40506		
Phone		
901.555.5555		



**BUILD MY FULL** 

3. Your signature will appear at the bottom of the screen. Hold your finger down, and drag across the signature to highlight the content **(1)**. Then tap **Copy (2)**.

SIGNATURE **BUILD MY SIMPLE** SIGNATURE (For email software that doesn't support Find Selection Copy Translate **Jack Burton** Computer Support Specialist University of Kentucky Martin Gatton IT Team Martin-Gatton College of Agriculture, Fo 252 C.E. Barnhart Building Lexington, KY 40546-0276 859-287-4073 COPY HTML VERSION **TO CLIPBOARD!** 



4. Open the Outlook App on your phone.



5. Tap on the **Profile button** in the upper left corner of the app.



?

List

my

Pass

6. Tap the **Settings button** (the gear icon) at the bottom left corner of the screen.

7. Tap **Signature** in the Settings window.







8. Tap inside the text box that appears below in the new window.

9. Remove any text that may exist. Then tap the screen, and select **Paste**.

1:38 Paste Paste as plain text > Eg. your name, profession

10. Tap the **Checkmark** button in the upper right corner.





1:54





12. Tap the **X** in the upper left corner of the Settings window.