

The following explains how to create a KSU-standard email signature within the Outlook Web App:

**Note:** Signatures created in the Outlook Web App will only appear when sending emails from the Web application. When using the client version of Microsoft Outlook, you will need to re-create your signature in the program for it to appear in emails sent from the desktop client. For instructions on how to create signatures in the desktop client, refer to our Creating Signatures documentation, located on the UITS documentation center at <https://uits.kennesaw.edu/cdoc>.

1. In the *Firefox* or *Chrome* browser, navigate to <https://emailsignature.kennesaw.edu>.
2. The *Email Signature Login* page will appear. Enter your **NetID** and **Password** (See Figure 1).
3. Click **Login** (See Figure 1).

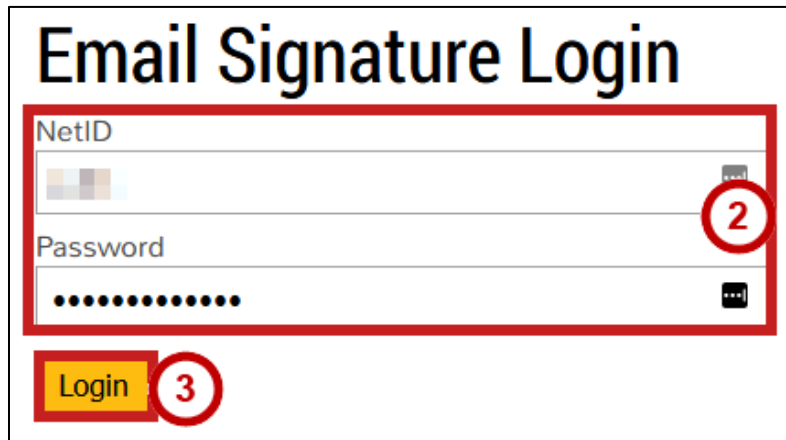


Figure 1 - Email Signature Login

4. The *Email Signature* page will appear. Enter your **NetID** in the *Faculty/Staff Finder* field and your information will auto populate throughout the rest of the form. Double-check the fields for accuracy (See Figure 2).
5. The signature builder will populate with your information. When finished, click the **signature builder** (See Figure 2).

## Email Signature

The Email Signature Builder tool helps you easily create a customized, KSU-standard email signature for every platform you use to send email. This email signature is the university standard and meets all Visual Identity Program requirements. We strongly recommend faculty and staff members use this tool to create their email signatures. This will help KSU create and maintain a unified, recognized identity within our community.

Please do not make any edits or additions to the standardized email signature format. You can find multiple guides for setting signature preferences on several supported email clients [here](#). For questions or assistance, please contact the KSU Service Desk at [service@kennesaw.edu](mailto:service@kennesaw.edu) or 470-578-6999.

Faculty/Staff Finder **4**

Name

Title  
IT Systems Support Prof III - Technology Trainer

School/College/Unit  
University Information Technology Services (UITS)

Street Address  
385 Cobb Ave NW

**5**


 IT Systems Support Prof III - Technology Trainer  
University Information Technology Services (UITS)  
385 Cobb Ave NW  
Kennesaw, GA 30144  
p: 470-578-6620  
e: [redacted]

Figure 2 - Signature Builder

6. Your signature will be copied to the clipboard.
7. In the *Outlook Web App*, click the **Settings** button on the top menu bar.

Outlook Search **Settings** ? U

Figure 3 – Click the Settings Button

8. In the *Settings* pane, click **View all Outlook settings**.

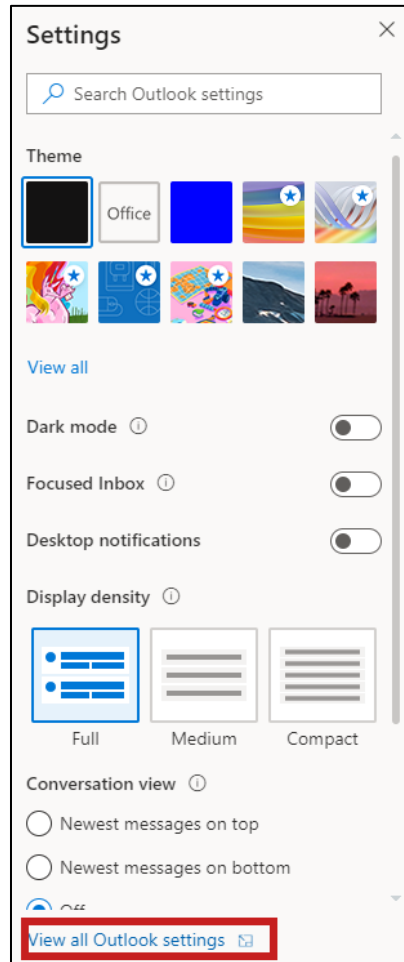


Figure 4 – View all Outlook Settings

9. You will be taken to *Mail Options*. Click **Compose and reply**.

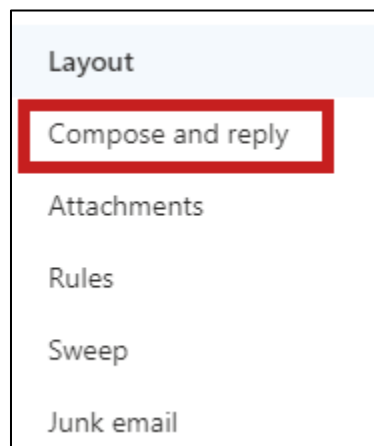


Figure 5 Compose and Reply

10. You will be taken to the *Email signature* page. Click on the **Email Signature** area (See Figure 6).
11. Press **CTRL + V** to paste your signature into the signature area (See Figure 6).
12. Click the **checkbox** next to *Automatically include my signature on new messages that I compose* and *Automatically include my signature on messages I forward or reply to* (See Figure 6).
13. Click **Save** (See Figure 6).
14. Your new KSU-standard email signature will be saved. Click **X** to close the window and return to your *Inbox* (See Figure 6).

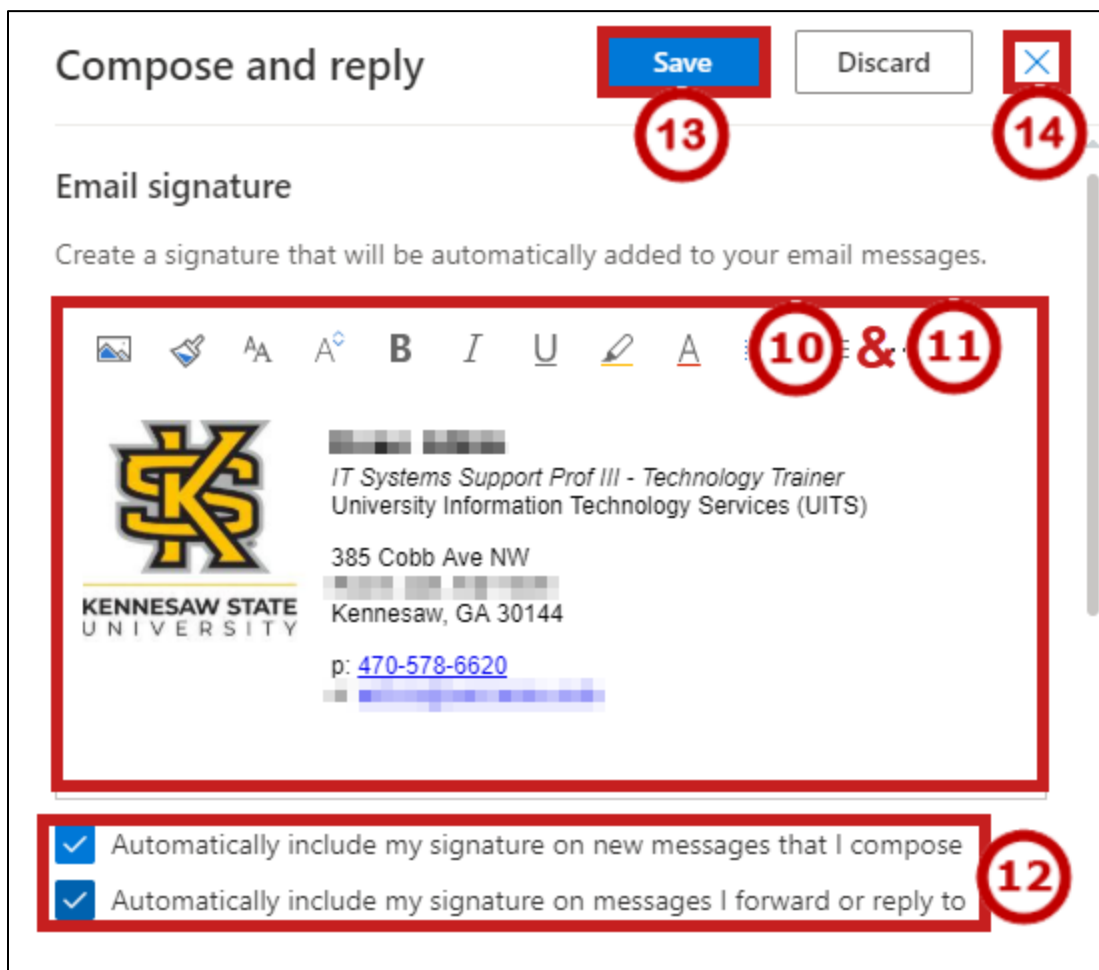


Figure 6 - Insert KSU-Standard Email Signature