

Creating Signatures in the Outlook Web App

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 Microsoft Outlook 2016 for the PC, 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 for Microsoft Outlook 2016 for the PC documentation, located on the UITS documentation center.

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).

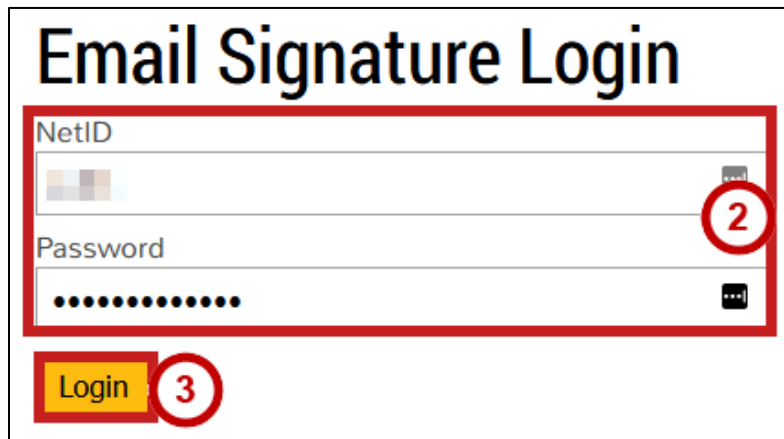


Figure 1 - Email Signature Login

4. The *Email Signature* page will appear. Complete all **fields** of the form to build out your email signature (See Figure 2).
5. As the fields are completed, 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 a quick guide for using the Email Signature Builder here, and 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 or 470-578-6999.

4

Faculty/Staff Finder

Name

Title

IT Systems Support Pro III - Technology Trainer

School/College/Unit

University Information Technology Services (UITS)

Street Address

385 Cobb Avenue NW

5

IT Systems Support Pro III - Technology Trainer
University Information Technology Services (UITS)

385 Cobb Avenue NW
Room
Kennesaw, GA 30144

p: 470-578-6620
e: @kennesaw.edu
w: uits.kennesaw.edu

KENNESAW STATE UNIVERSITY

f t i y

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.



Figure 3 – Click the Settings Button

8. Under the *Your app settings* in the *Settings* pane, click **Mail**.

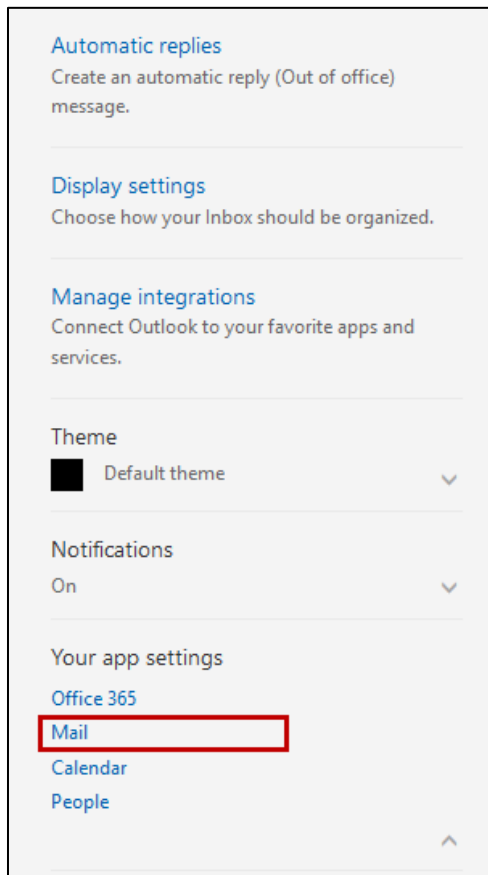


Figure 4 - Access Outlook 2016 Options

9. You will be taken to *Mail Options*. Click **Email signature**, located under the *Layout* section.

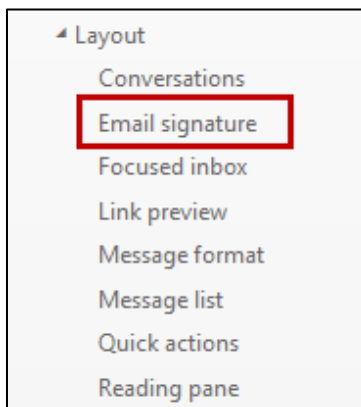


Figure 5 - Email Signature

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 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 **Options** to return to your *Inbox* (See Figure 6).

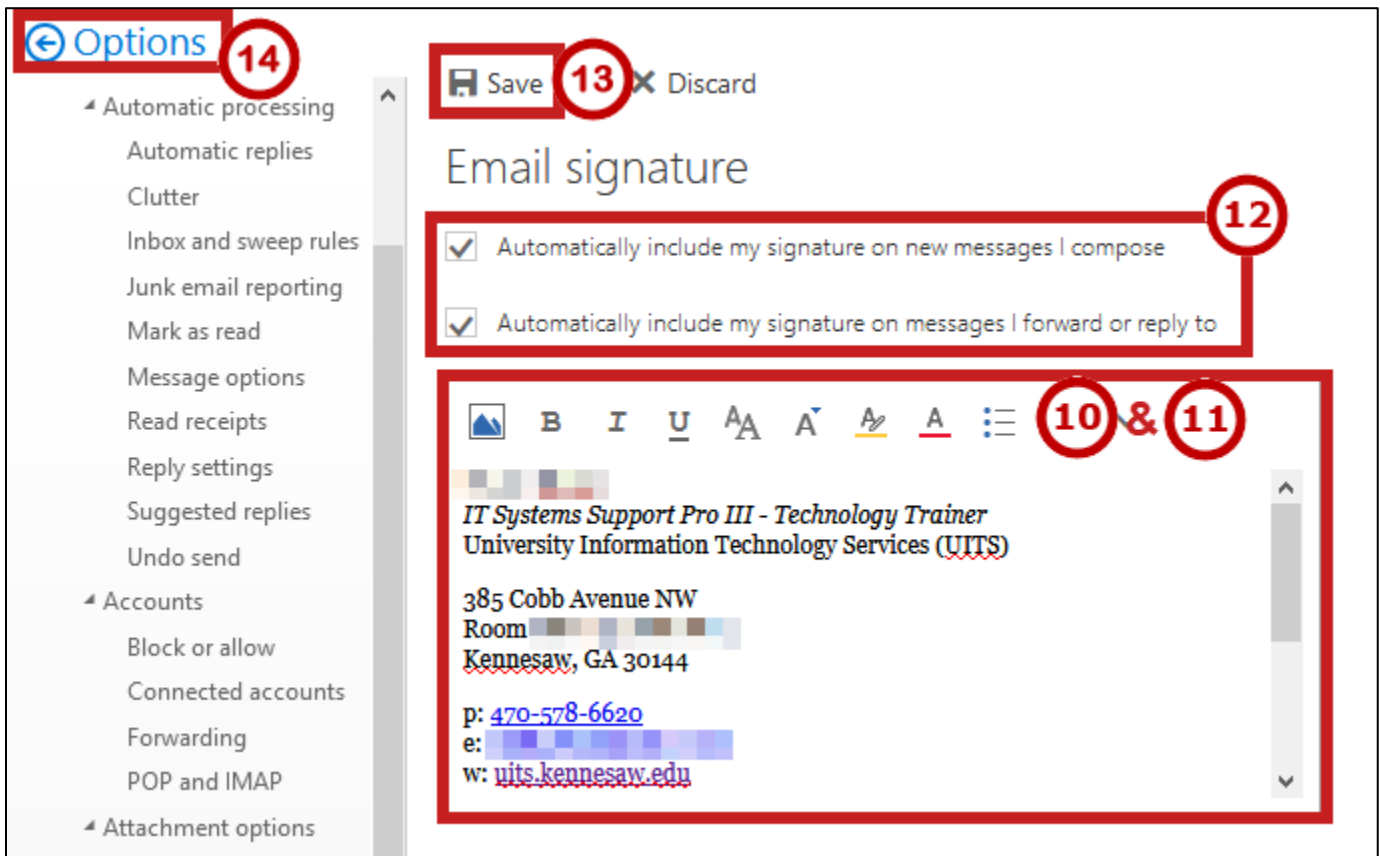


Figure 6 - Insert KSU-Standard Email Signature