

E-Mail Signature

GUIDELINES

Steps to create a signature:

1. In a new message, on the **Message** tab, click **Signature**, and then click **Signatures**.
2. On the **E-mail Signature** tab, click **New**.
3. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type/paste the text that you want to include in the signature.
5. After you finish creating the signature, click **OK**.

You can copy the text and icons (already hyperlinked) from the template below and modify with your personal information. Please be sure to include the notice of confidentiality for all emails sent.

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Please note that the above template (hyperlinks and colour) will not work if your default message setting is 'plain text'. For further assistance with setting-up your e-mail signature, please contact MITS Help Desk: 2442