HOW TO CREATE EMAIL SIGNATURES VIA OUTLOOK, WEBMAIL AND IPHONE

Created: March 18, 2020

This tip sheet is designed to assist users in creating email signatures via Outlook, Webmail, and on your IPHONE.

Creating Signatures Via Outlook

Step 1: Open a New Message.
Step 2: Under the Options Tab on the toolbar, click **Signature**.
Step 3: Enter signature details.
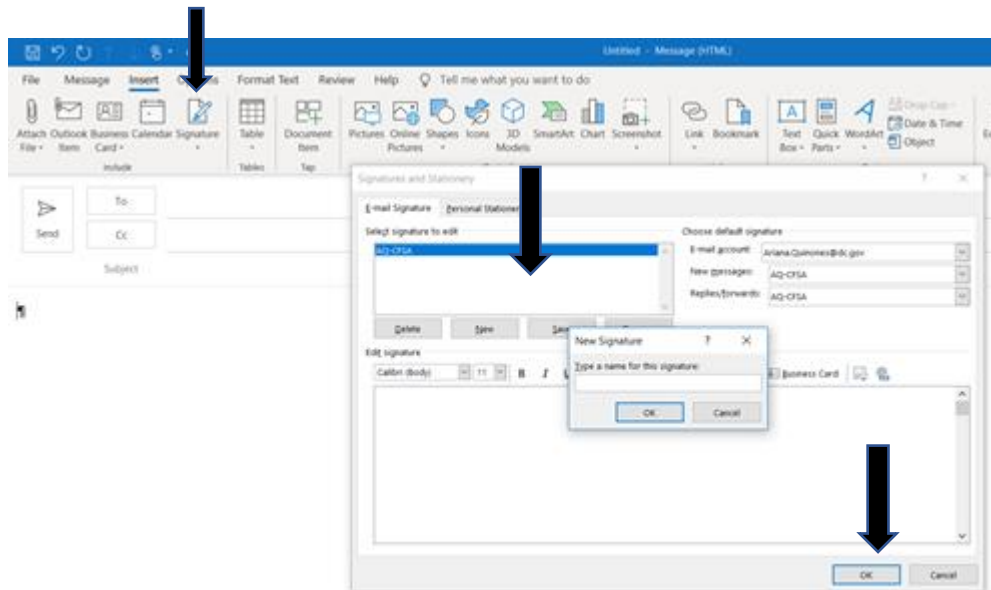**Step 4:** Click **Ok**.

Figure 1

Note:
This is the standard email signature block format:

Your Name
Your Title
Your Unit
Child and Family Services Agency (CFSA)
200 I Street SE, your workstation number
Washington, DC 20003
202-XXX-XXXX main (if applicable)
202-XXX-XXXX direct
202-xxx-xxxx cell (if applicable)
202-XXX-XXXX fax (if applicable)
your email address
cfsa.unit@dc.gov (if applicable)

Please note: I telework every X day or I am out of the office every X day

If you need to contact me/someone in the X unit, please contact X at firstname.lastname@dc.gov or 202-XXX-XXXX.

NOTE: please do not add logos or images to your signature block as they show up as an attachment on the emails you send.

Creating Signatures Via Webmail (Office.com)

Step 1: Log into **Office.com**.
Step 2: Click on Outlook icon.
Step 3: Click on **New Message**.
Step 4: Click on settings toolbar.
Step 5: Type "Signature in box".
Step 6: Click on email Signature.
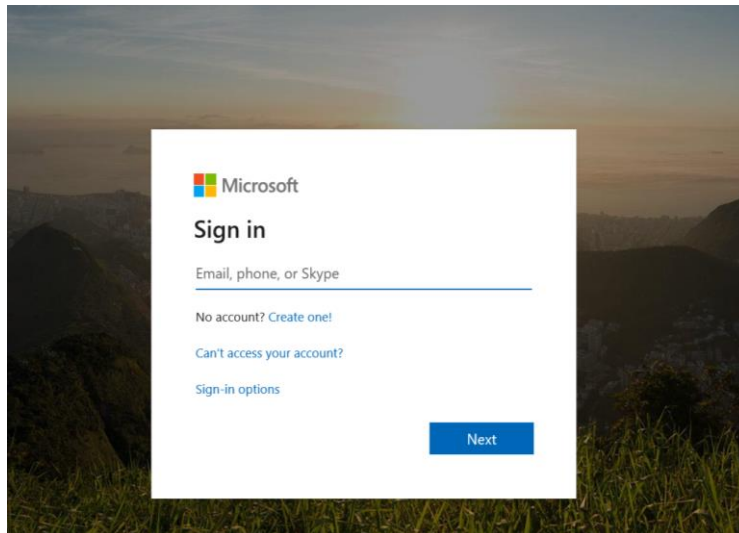**Step 7:** Create email Signature details.
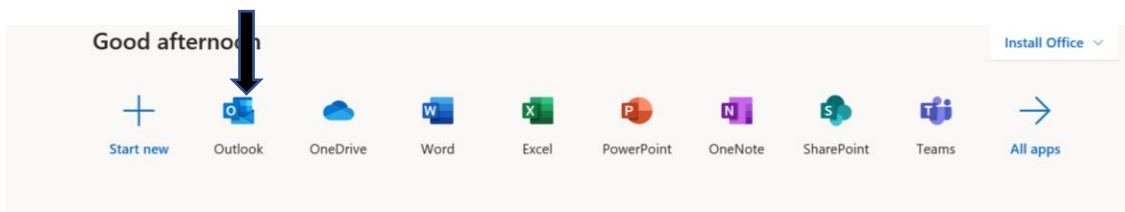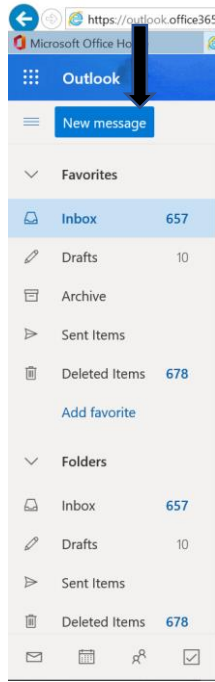**Step 8:** Click **Save.**

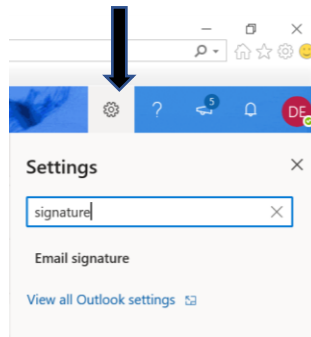**Figure 2**
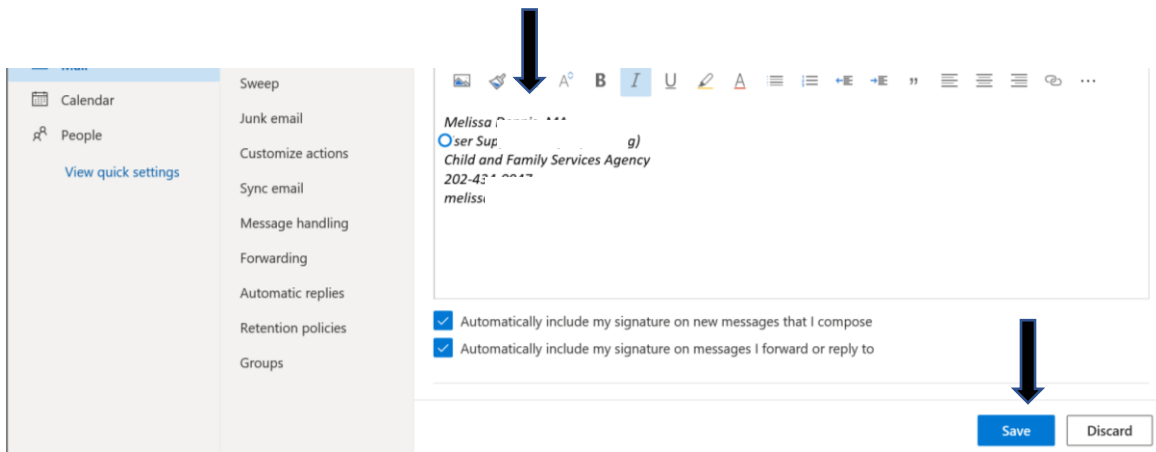

Figure 3

Figure 4

Figure 5

Figure 6

Create Signature via Cell Phone

Step 1: Go to Settings.
Step 2: Select Mail.
Step 3: Select Signature.
Step 4: Create Signature.