HafenCity Universität Hamburg

Outlook Signature

- 1. Click on the tab *Home*.
- 2. Click New Email.



HCU

3. In the tab Message click Signature.



4. Click *New* to create a new signature. Name the signature.

gnatures and Sta	tionery							?	×
E-mail Signature	Personal Statione	ry							
Sele <u>c</u> t signature t	o edit				Choose default sign	ature			
				\sim	E-mail <u>a</u> ccount:		@hcu-hamburg.	de	\sim
					New <u>m</u> essages:	(none)			\sim
				~	Replies/ <u>f</u> orwards:	(none)			\sim
Delete	New	Save	Rena	ame					
di <u>t</u> signature —									
Calibri (Body)	~ 11	~ В	ΙU	Aut	omatic 🗸 🚍	$\equiv \equiv$	Business Card		æ
									^
									~
							OK	Car	ncel
								Cui	

Dateiablage: Y:\VW\IT-Doku\Anleitungen-HCU-Website\E-Mail\Anleitung Outlook Signatur Englisch.docxx Aktualisiert am: 12.09.2019

Outlook Signature

5. You can create a signature now and also add images. It is also possible to select the a default signature for new messages and replies/forwards.

Signatures and Stationery		?	×
<u>E</u> -mail Signature <u>P</u> ersonal Stationery			
Sele <u>c</u> t signature to edit	Choose default sign	ature	
Max Mustermann	E-mail <u>a</u> ccount:	@hcu-hamburg.de	\sim
	New <u>m</u> essages:	Max Mustermann	\sim
	Replies/ <u>f</u> orwards:	Max Mustermann	\sim
Delete New Save Rename			
Edit signature			
Calibri (Body) V 9 V B I U Au	utomatic 🗸 🚍	≡ ≡ Business Card	æ
Max Mustermann HafenCity Universität Hamburg Überseeallee 16 20457 Hamburg			^
			~
		OK Can	cel

6. After creating the signature you can select the signature you need.

	5 ð 1	↓ =								Untitled	- Message (H	TML)
File	Message	Insert	Options	Format Text	Review	Acrobat	∑ Te	ell me what	at you w	ant to do		
Paste	K Cut È Copy ≸ Format Paint	ter B	I <u>U</u> aby	× A [*] A [*] ∷ A × ≡ ≡	- <u>1</u> - () = = =	Address Book	Check Names	Û Attach File ▼	Attach	Signature	Follow U High Imp	ortance
CI	Ippoard	1 _M		Dasic lext		ist Nar	nes		Includ	Max	Mustermann	Tal.
ت = ا Send	To									Signa	atures	
Max N HafenCi Überset 20457 H	Austermann ity Universität H eallee 16 Hamburg	amburg										