



How to change your email signature

King's faculty and staff are encouraged to use the standardized email signature provided. Please use the exact file. Do not copy from an existing signature.

To replace your email signature:

Microsoft Outlook (PC)

1. Download the attached file.
2. Click to open the file. It will open in a web browser. Use CTRL + A to select all and CTRL + C to copy.
3. Open Outlook and on the **File** tab, choose **Options**.
4. Select the **Mail** option and select **Signatures...**
5. Under *Select signature to edit* select **New**, and in the *New Signature* dialog box, type a name for the signature.
6. With your cursor in the empty email signature field, use CTRL + V to paste the email signature template in.
7. Replace all placeholder text (“[First Last]” “[xxx]”) with your information as desired. Delete only the square brackets.
8. Click **Save**.
9. Under *Choose default signature*, set the following options for your signature:
 - In the *E-mail account list*, choose an email account to association with the signature (for example firstname.lastname@ukings.ca). You can have different signatures for each email account.
 - In the *New messages list*, choose the signature that you want to be added automatically to all new email messages.
 - In the *Replies/forwards* list, choose the signature that you want to be added automatically when you reply to or forward messages. Otherwise, accept the default option of **none**.
10. Click **OK**.

Microsoft Outlook (Mac)

11. Download the attached file.
12. Click to open the file. It will open in a web browser. Use CTRL + A to select all and CTRL + C to copy.
13. Open Outlook and access the email signatures section by clicking on the Outlook menu at the top of your screen, selecting **Preferences**, and then **Signatures**.
14. Under *Edit Signature* select the + sign to add a new signature, and in the window that opens, provide it with a name.
15. With your cursor in the empty email signature field, use CTRL + V to paste the email signature template in.
16. Replace all placeholder text (“[First Last]” “[xxx]”) with your information as desired. Delete only the square brackets.
17. When signature is ready, click the **Save** icon at the top of the email signature window.
18. In the **Signatures** window, under *Choose default signature* select your new signature to accompany new messages and/or replies and forwards, as you prefer.

Microsoft Office 365 (Web)

1. Download the attached file.
2. Click to open the file. It will open in a web browser. Use CTRL + A to select all and CTRL + C to copy.
3. Open **Outlook Web App** in Office 365 and open the **Settings Cog** (cog wheel in the top-right hand corner of the Office 365 banner) and type “email signature” into the search bar. From the results, choose **Email signature**.
4. Under *Email signature* in *Compose and reply*, select + **New Signature** and type a name for the signature.
5. With your cursor in the empty email signature field, use CTRL + V to paste the email signature template in.
6. Replace all placeholder text (“[First Last]” “[xxx]”) with your information as desired. Delete only the square brackets.
7. Under *Select default signatures*, select your new signature from the dropdown menu to accompany new messages and/or replies and forwards, as you prefer.
8. Click **Save**.

Please verify that the signature displays on your email client as it does on the attached file. Send yourself a test before sending external emails.

NOTE!

The following signature elements have been officially retired and should no longer be part of any faculty and staff email signatures:

- The 225th anniversary logo
- The 170th alumni association logo