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| --- | --- |
| **Peter Anteater**Associate Professor A blue and black text  Description automatically generated |  |
| Email: youremailaddress@uci.eduMobile: 949-XXX-XXXXDesk: 949-XXX-XXXXFax: 949-XXX-XXXX  |

Email Signature Template for UCI Samueli School of Engineering

Step 1: **Hover** over the signature andclickto select all the elements in the signature.

Step 2: **Copy** (Ctrl + C for Windows or Cmd + C for Mac)

Step 3:Open an Outlook email message and **Paste** (Ctrl + V for Windows or Cmd + V for Mac) the signature in the email body.

How to Add a Signature in Outlook (as referenced [in this search](https://www.google.com/search?q=how+to+add+signature+in+outlook&sca_esv=586679140&rlz=1C1GCEU_enUS1042US1042&ei=lNFoZaXTK8WgkPIPoOGVcA&ved=0ahUKEwil7c2_quyCAxVFEEQIHaBwBQ4Q4dUDCBA&uact=5&oq=how+to+add+signature+in+outlook&gs_lp=Egxnd3Mtd2l6LXNlcnAiH2hvdyB0byBhZGQgc2lnbmF0dXJlIGluIG91dGxvb2syCxAAGIAEGIoFGJECMgUQABiABDILEAAYgAQYigUYkQIyCxAAGIAEGIoFGJECMgsQABiABBiKBRiRAjIFEAAYgAQyBRAAGIAEMgUQABiABDIFEAAYgAQyBRAAGIAESOU4UABYpzRwAngAkAEAmAGDAqAB2xaqAQYyNC42LjO4AQPIAQD4AQHCAgoQABiABBiKBRhDwgIOEC4YgAQYigUYsQMYgwHCAhEQLhiABBixAxiDARjHARjRA8ICDhAAGIAEGIoFGLEDGIMBwgIIEAAYgAQYyQPCAgsQABiABBiKBRiSA8ICBxAAGIAEGArCAgcQABiABBgN4gMEGAAgQYgGAQ&sclient=gws-wiz-serp))

1. Open a new email message
2. On the Message menu, select Signature > Signatures
3. Under Select signature to edit, choose New, and in the New Signature dialog box, type a name for the signature
4. Under Edit signature, compose your signature

11/29/23