

[4]Corporate Designs of TU Dresden (keyword: Email signatures) into the description field.

Screenshot of the options in the Outlook Web App (OWA).

"Quote":

E-Mails sent by staff members should have a TU mail address as sender. After the complimentary close, complete emails with a signature like this:

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Title, first name, last name
Pronouns: er-sie-keins/he-she-none *)
Job title

Technische Universität Dresden
School, Faculty/Central Unit/Directorate *)
Institute/Unit *)
Chair/Group *)
01062 Dresden

Tel.: +49 351 463-xxxx
Fax : +49 351 463-xxxx
E-Mail: firstname.lastname@tu-dresden.de (or mail address related to your role)
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```

Details marked with an *) should be included if possible (but are not mandatory). All other details must be included.

"Unquote"

Tick the option box saying "Automatically include signature on message I send" and confirm those changes by selecting "Save".

Screenshot of the options in the Outlook Web App (OWA).

[1] #MS Outlook

[2] #OWA

[3] https://tu-dresden.de/intern/services-und-hilfe/kommunizieren-und-publizieren/cd/vorlagen/geschaeftsausstattung?set_language=en

[4] http://tu-dresden.de/intern/services-und-hilfe/kommunizieren-und-publizieren/cd/vorlagen/geschaeftsausstattung?set_language=en