TECHNISCHE UNIVERSITÄT DRESDEN

Creating an Email signature

27.07.2024 05:38:03

FAQ-Artikel-Ausdruck

Kategorie:	Kommunikation & Kollaboration::E-Mail	**Bewertungen:**	0
Status:	öffentlich (Alle)	**Ergebnis:**	0.00 %
Sprache:	en	**Letzte Aktualisierung:**	08:31:19 - 15.11.2023

Schlüsselwörter

Signature, Mail, contact information, footer

Lösung (öffentlich)

When sending e-mails, you want to send your contact information automatically if possible. This is what the personal signature is for. By setting up a personal signature, each of your emails will contain your contact information below the email text. This is comparable to a normal business card. It is possible to create a signature within the Microsoft program Outlook or within the online version OWA.

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[1]MS Outlook

[2]Outlook Web App (OWA)

MS Outlook

To add a signature according to the Corporate Designs of TU Dresden select "File" from the task bar and chose "Options".

 Screenshot of the account information in MS Outlook.

From the pop-up window chose "E-Mail" and then select "Signature".

 Screenshot of the MS Outlook options.

Within this E-Mail Signature pop-up window select "New" to create a new signature.

 Screenshot of the Signatures and Stationery menu in MS Outlook Options.

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Afterwards, a name must be assigned for the signature. Confirm this with the button "OK".

 Screenshot of the Signatures and Stationery menu in MS Outlook Options.

Under "Edit signature" compose your signature according to the [3]Corporate Designs of TU Dresden (keyword: Email signatures).

"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:

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
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-xxxxx
Fax : +49 351 463-xxxxx
E-Mail: prename.surname@tu-dresden.de (or mail address related to your role)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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

"Unquote"

Chose your new signature as your signature for New messages and Replies/forwards. Confirm those changes with "OK".

 Screenshot of the Signatures and Stationery menu in MS Outlook Options.
Outlook Web App (OWA)

To add a signature according to the Corporate Designs of TU Dresden select the "Settings" sign from the task bar and select "Options".

 Screenshot of the Settings context menu in the Outlook Web App (OWA).

Now select the category "Email signature" under "Layout" and the interface with the email signature will open. Enter your signature according to the

[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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Tel.: +49 351 463-xxxxx
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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