How to create an email signature?

General FAQs · https://www.apni.net/Knowledgebase-APNI/how-to-create-an-email-signature/

This guide will walk you through the process of updating your email signature, step by step.

Creating a Signature

STEP 1: CLICK ON THE LINK BELOW TO ACCESS APNI'S EMAIL SIGNATURE TEMPLATE

https://docs.google.com/document/d/1aesyMLIj6ZI1XVYwFOrjU3zwrzAyOp_qd7IJMjEZNxQ/edit?usp=sharin

STEP 2: CHANGE THE TEMPLATE BY ENTERING YOUR PERSONAL INFORMATION

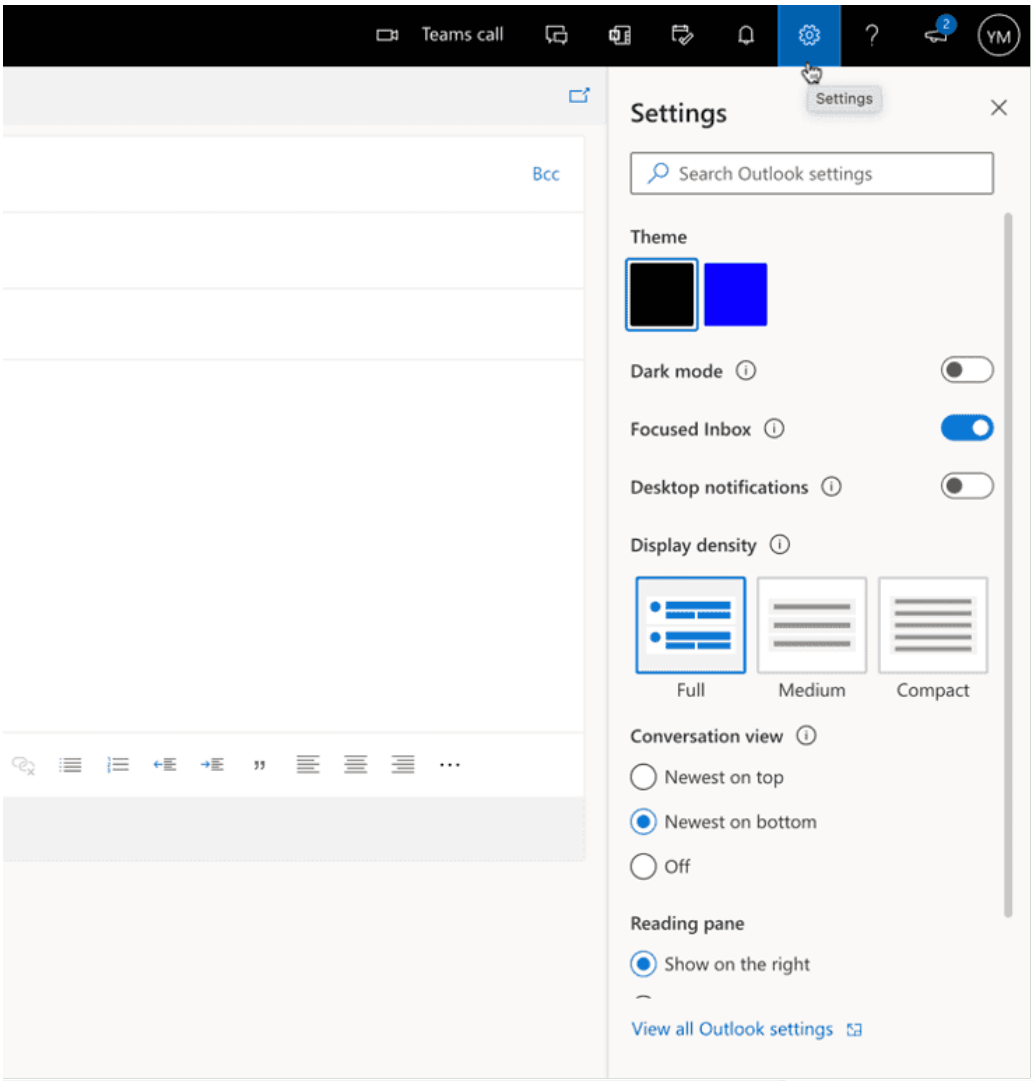
Copy the existing template and change the information. Enter your full name, job post, phone number and office address.

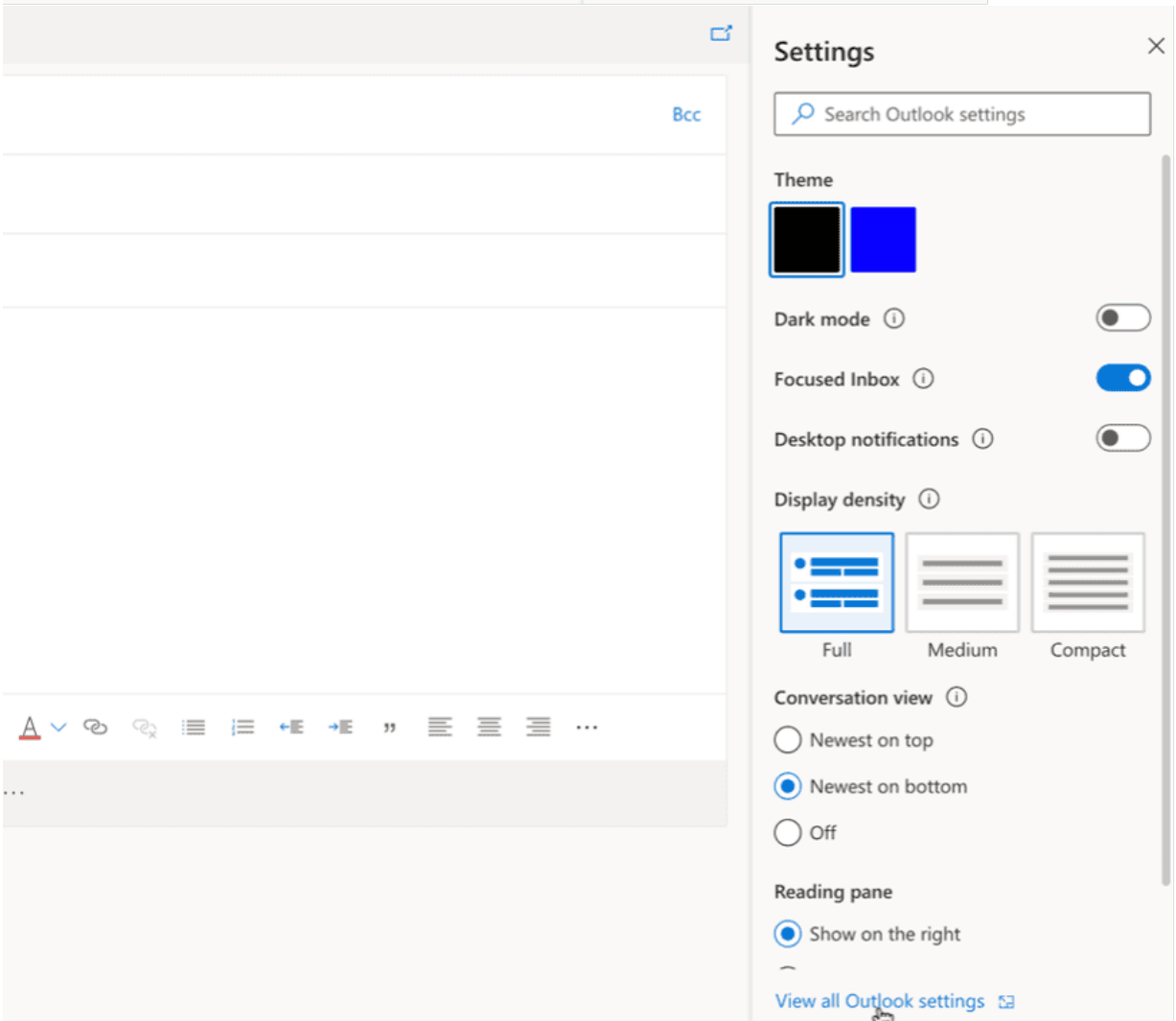


Inserting the signature file

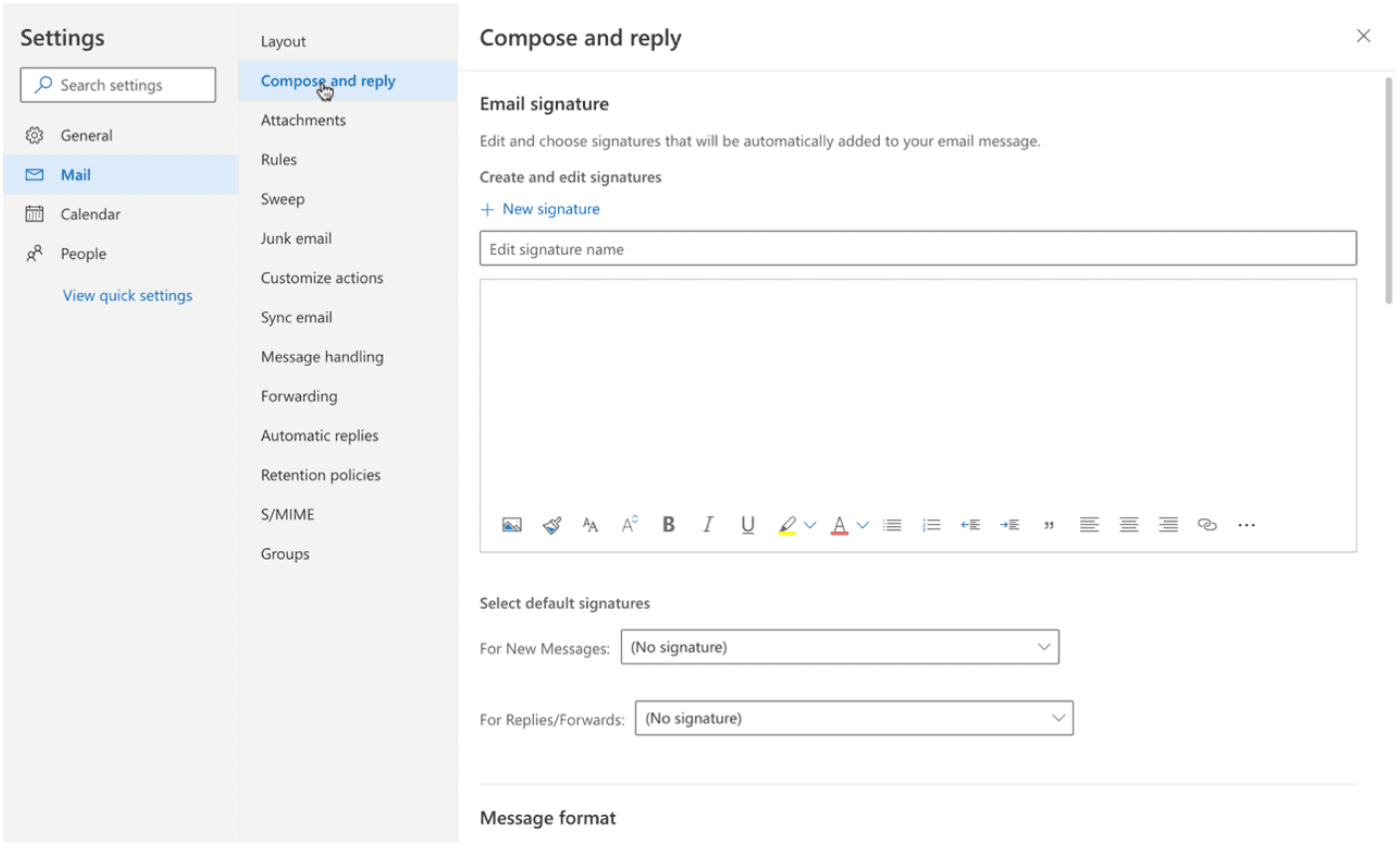
IF YOU ARE USING OUTLOOK 365

STEP 1: OPEN SETTINGS (TOP RIGHT CORNER) AND VIEW ALL OUTLOOK SETTING (BOTTOM RIGHT CORNER)

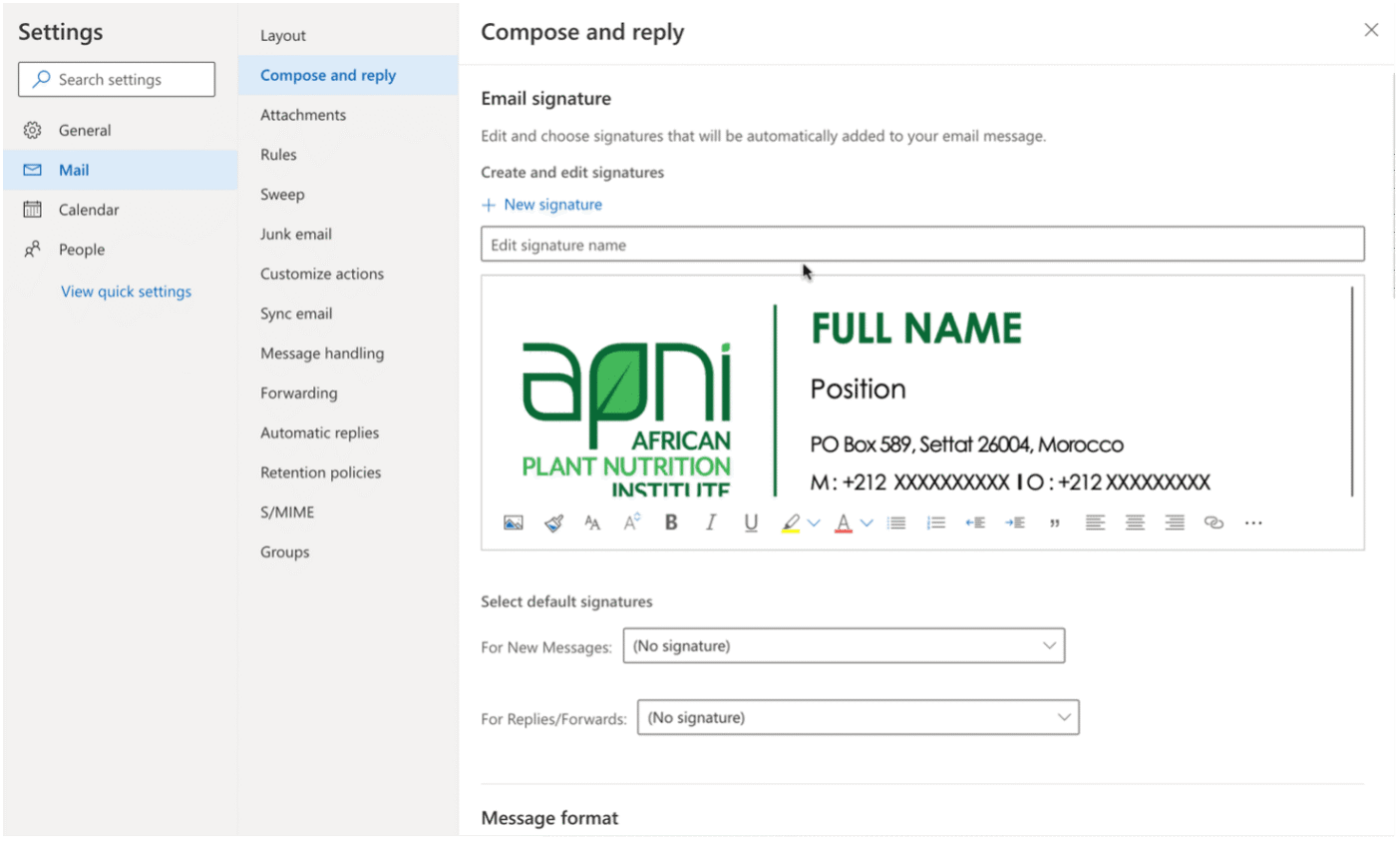

Teams call
YM
Settings
Bcc
Settings
Search Outlook settings
Theme
Dark mode
Focused Inbox
Desktop notifications
Display density
Full
Medium
Compact
Conversation view
Newest on top
Newest on bottom
Off
Reading pane
Show on the right
View all Outlook settings


Bcc
Settings
Search Outlook settings
Theme
Dark mode
Focused Inbox
Desktop notifications
Display density
Full
Medium
Compact
Conversation view
Newest on top
Newest on bottom
Off
Reading pane
Show on the right
View all Outlook settings

STEP 2: SELECT "COMPOSE AND REPLY"



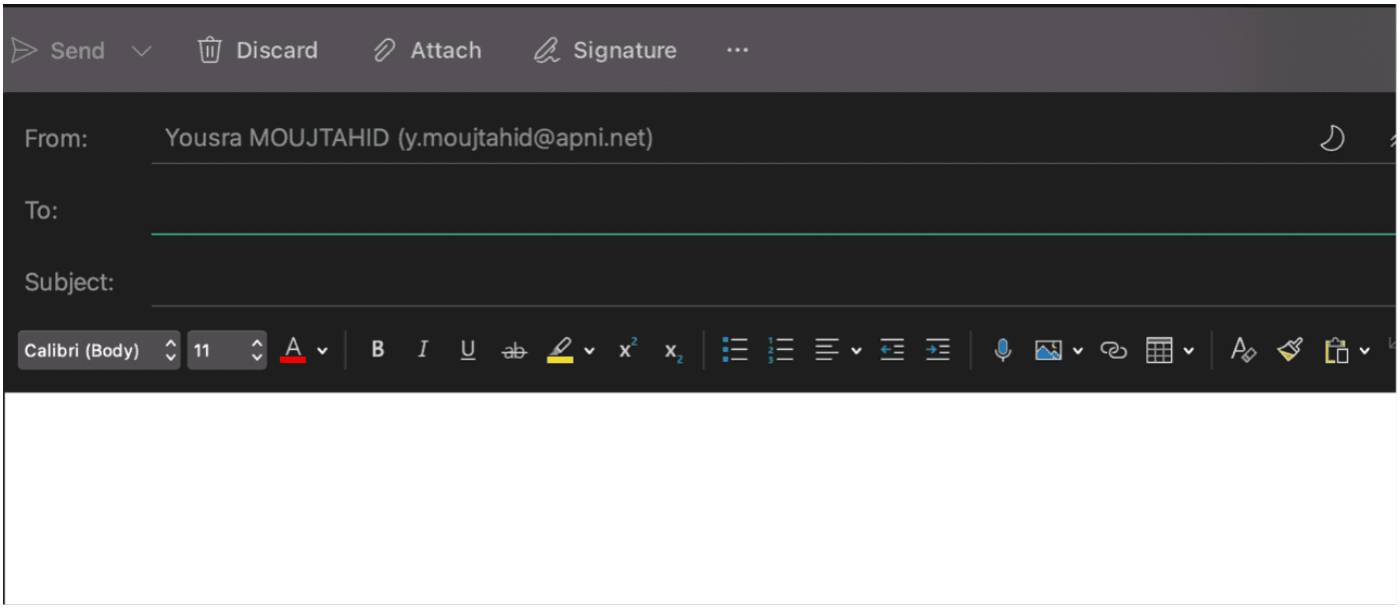
STEP 3: COPY THE SIGNATURE FROM GOOGLE DOCS TO THE BOX BELOW



STEP 4: SAVE CHANGES

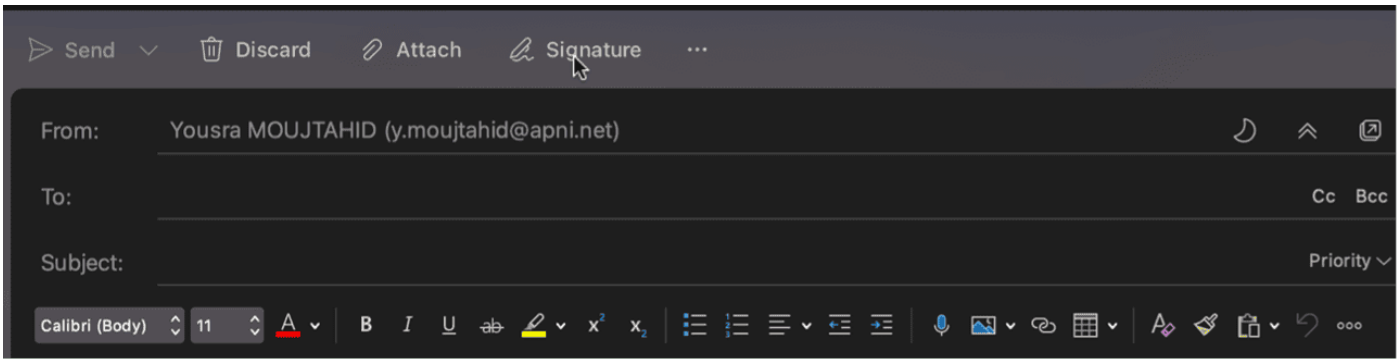
IF YOU ARE USING THE OUTLOOK 365 APP

STEP 1: OPEN A NEW MESSAGE IN YOUR INBOX

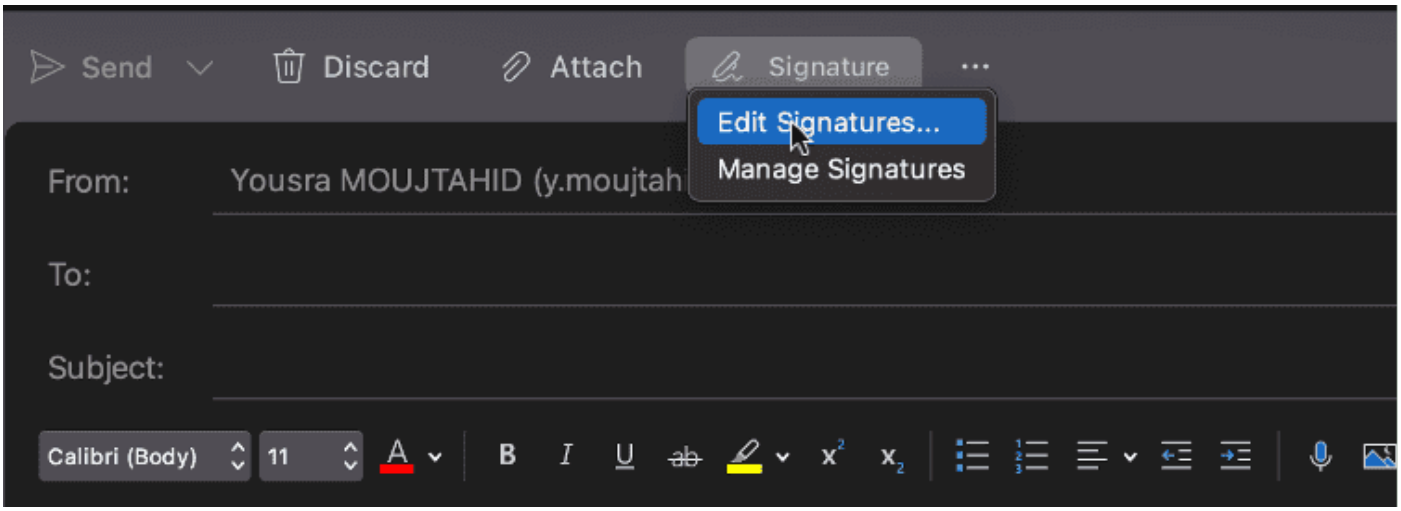


STEP 2: CLICK ON ‘SIGNATURE’ IN YOUR TOOLBAR

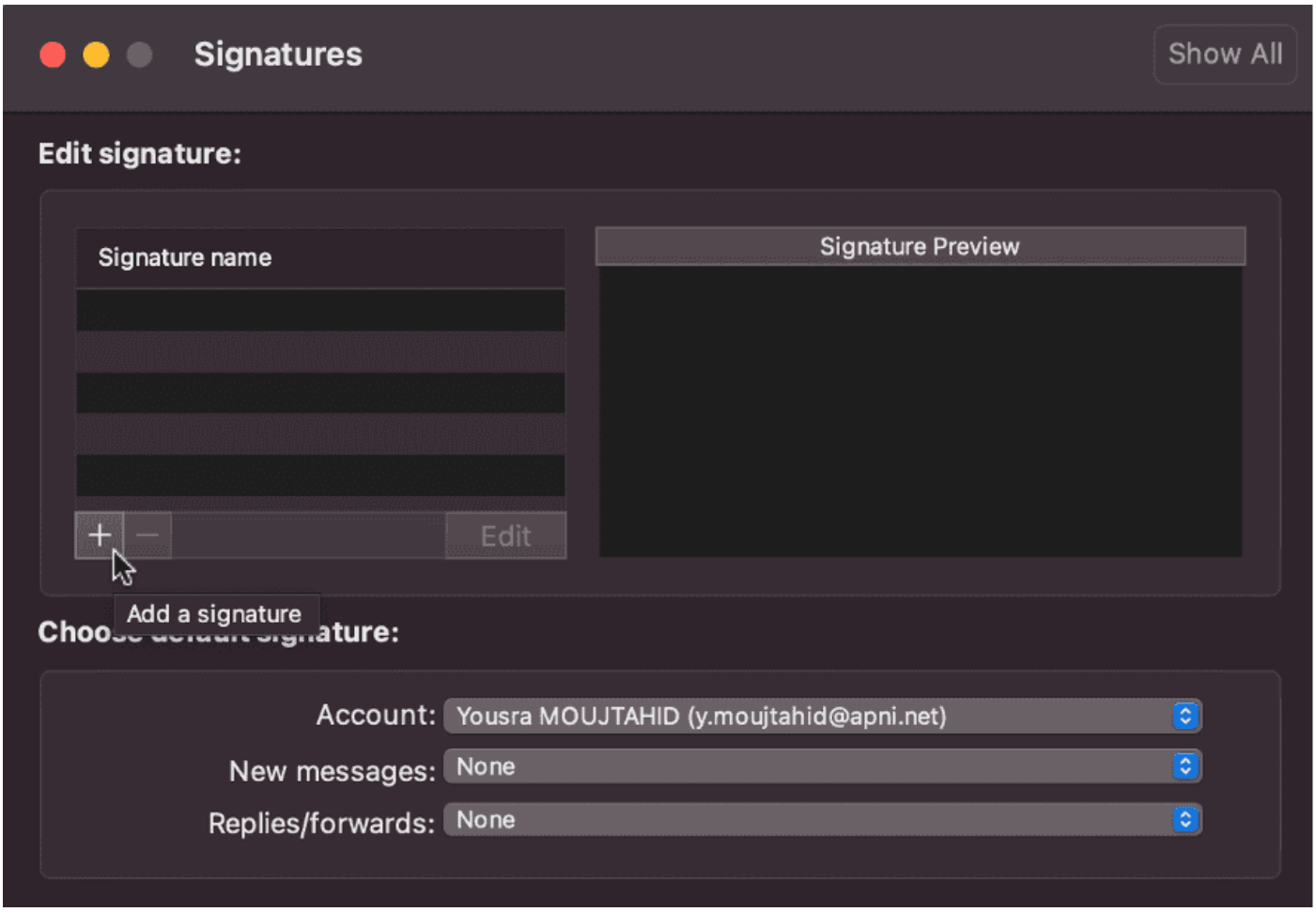
You can also find it by clicking on the three dots ‘...’



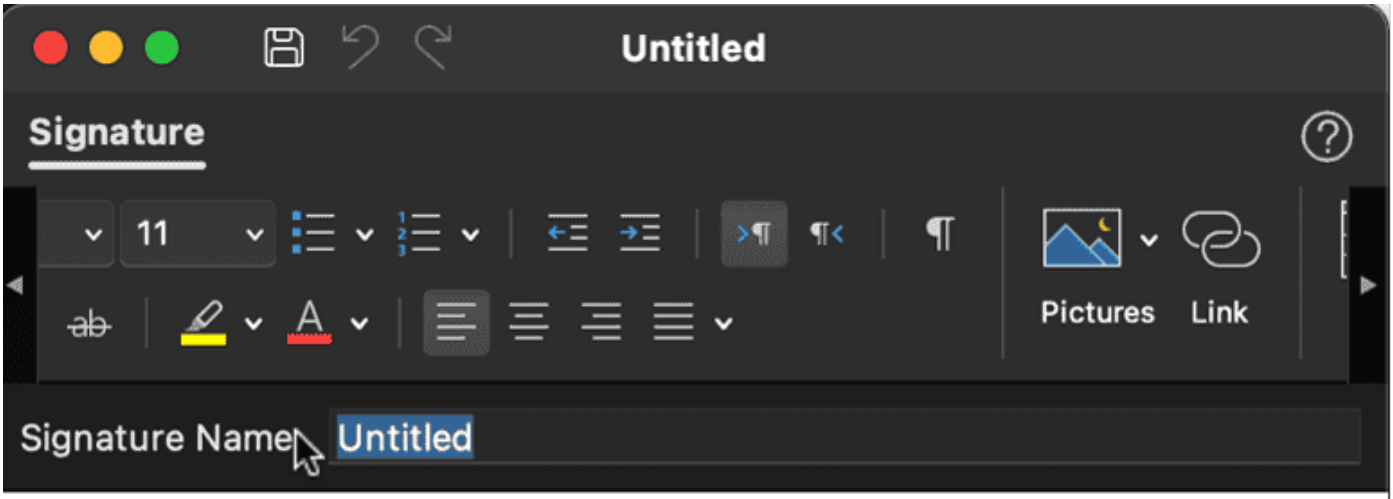
STEP 3: CLICK ON ‘EDIT SIGNATURE’

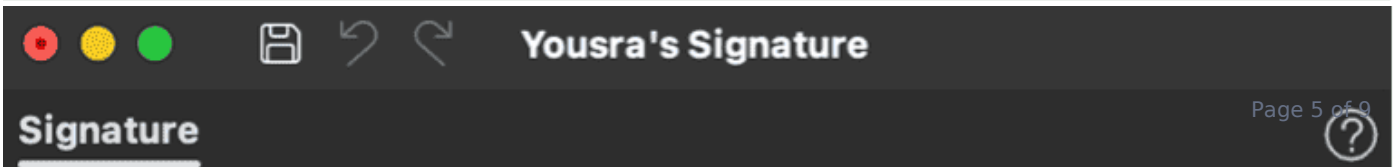


STEP 4: CLICK ON '+' TO ADD NEW SIGNATURE



STEP 5: CHANGE THE TITLE OF THE SIGNATURE AND DELETE THE AUTOMATIC TEXT WITH YOU NAME

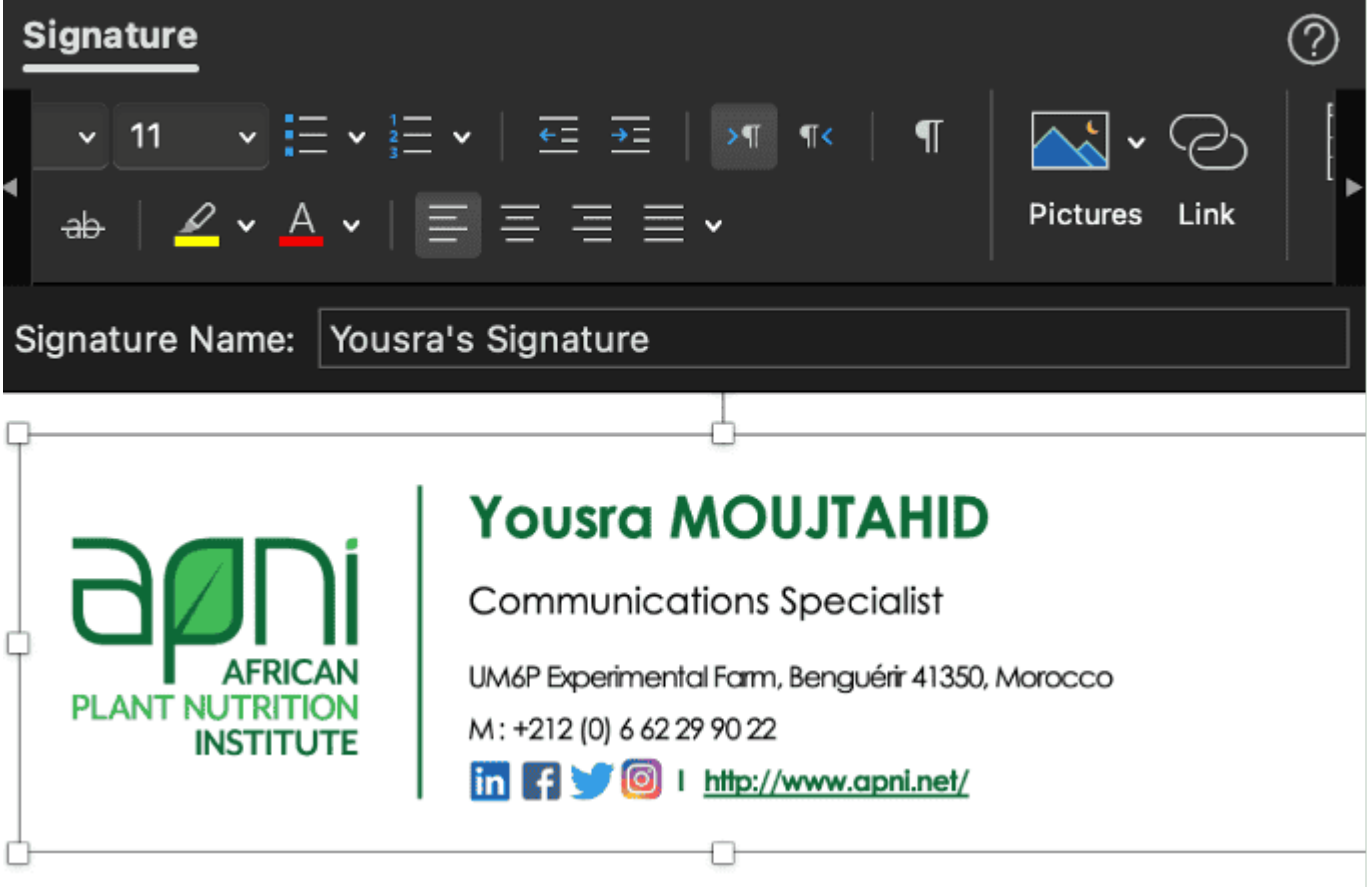




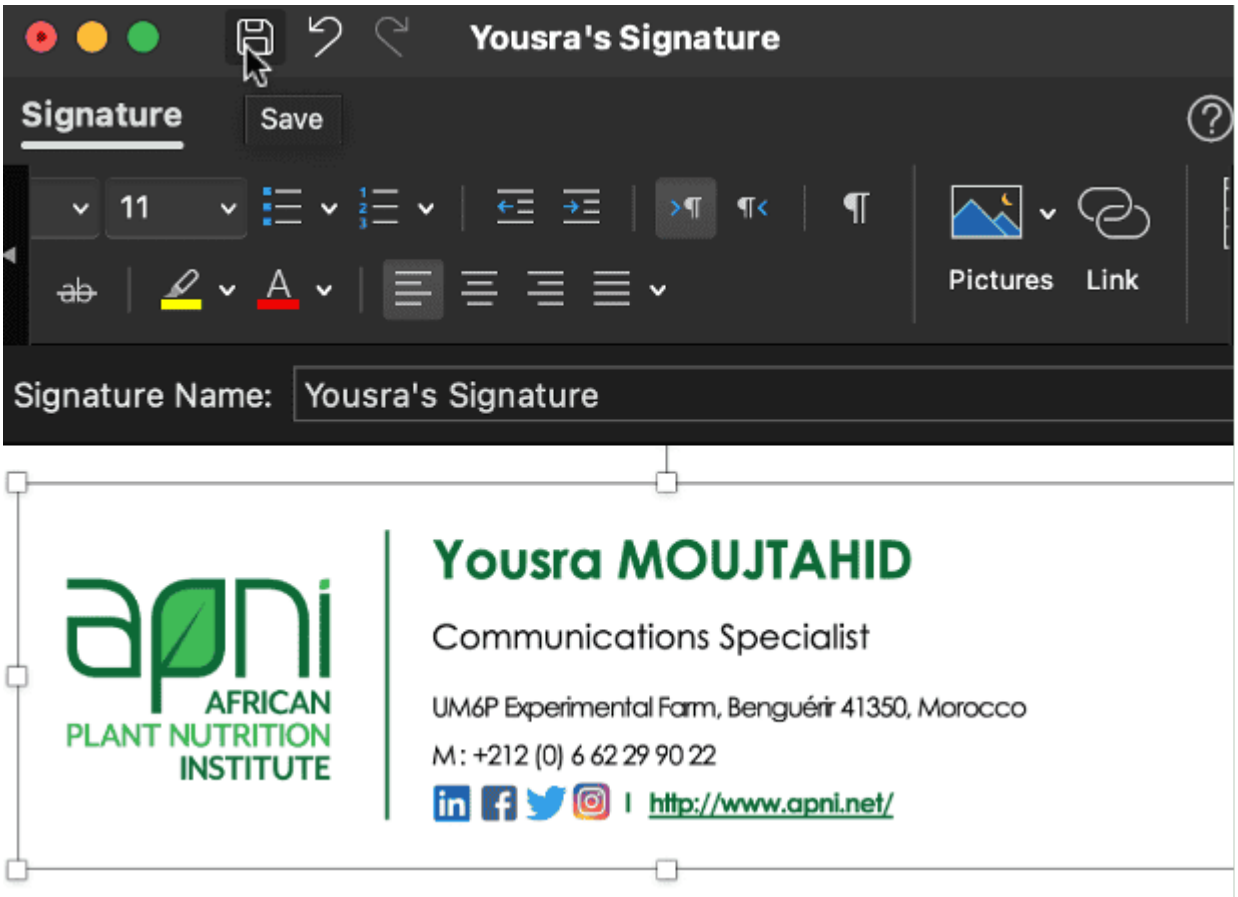
STEP 6: COPY THE UPDATED SIGNATURE FROM GOOGLE DOCS



STEP 7: ADJUST THE SIZE OF THE SIGNATURE TO FIT IN THE FRAME

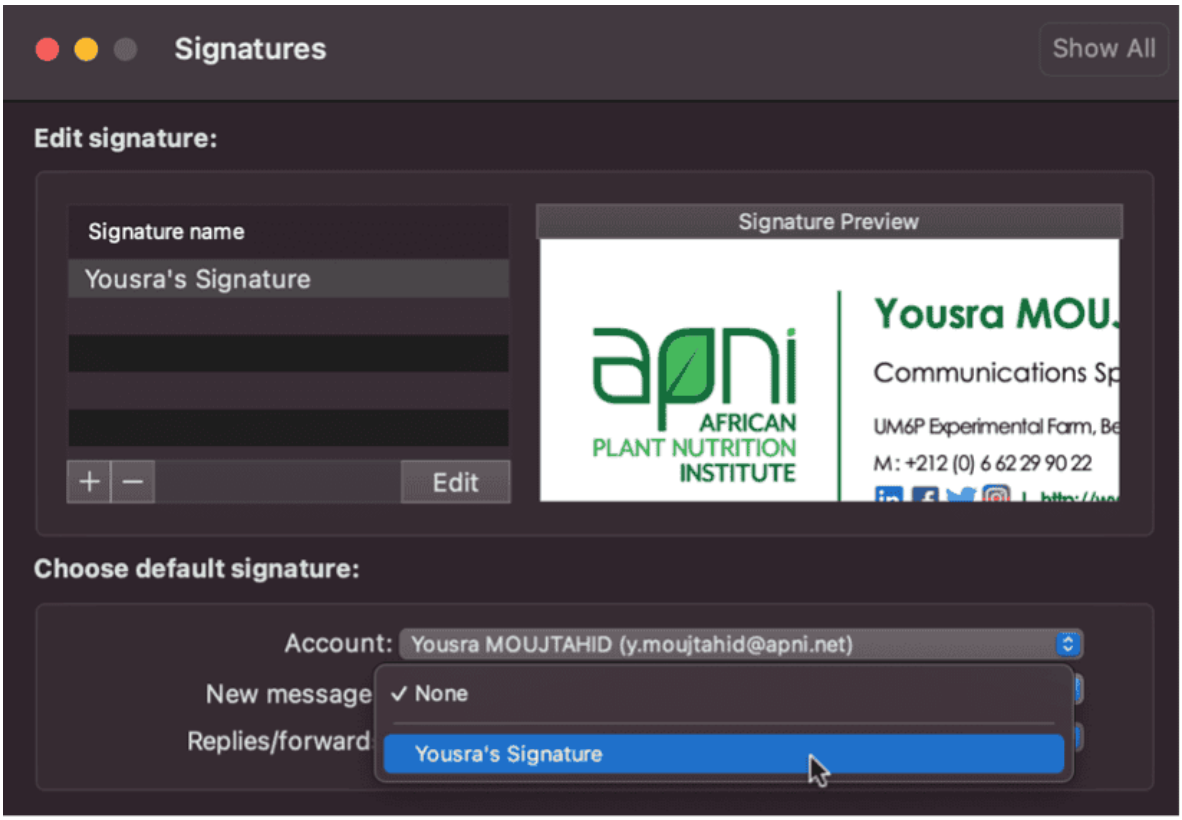


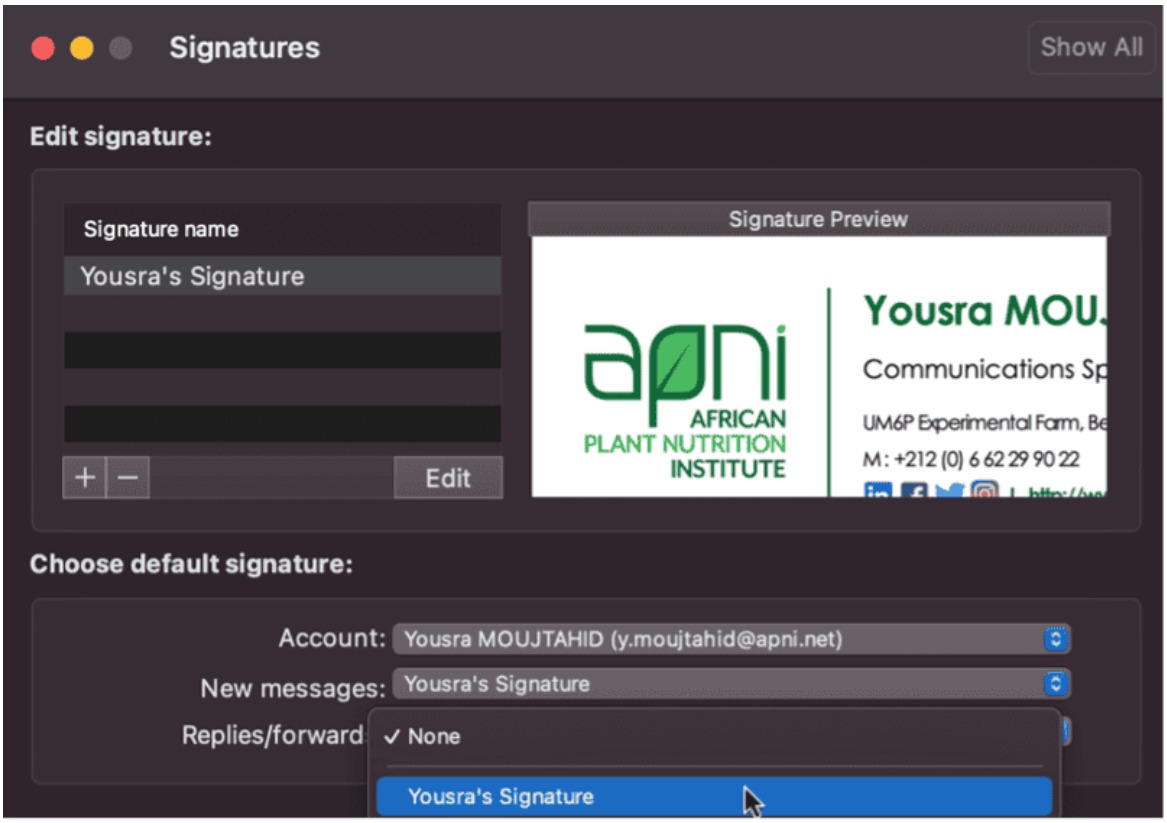
STEP 8: SAVE CHANGES



STEP 9: SELECT YOUR SIGNATURE PREFERENCES

Select whether you want your signature to appear only when sending new messages or also when sending replies or forwarding emails.




Signatures
Show All
Edit signature:
Signature name
Yousra's Signature
Edit
Signature Preview
apni
AFRICAN
PLANT NUTRITION
INSTITUTE
Yousra MOU
Communications Sp
UM6P Experimental Farm, Be
M : +212 (0) 6 62 29 90 22
Choose default signature:
Account:
Yousra MOUJTAHID (y.moujtahid@apni.net)
New messages:
Yousra's Signature
Replies/forward
✓ None
Yousra's Signature