

You can add your email signature automatically to all outgoing messages, or you can choose to add your signature only to specific messages.

In a web browser, navigate to <u>email.ucsf.edu</u>. Enter your user name and password, and then select Sign in.

**1.** On the nav bar, choose **Settings \*** > **Options**.

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2. Under **Options**, choose **Settings > View all Outlook settings**.



3. Under **Email signature**, in the text box, type the signature you want to use. Use the formatting mini toolbar to change the appearance of the signature.

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i General	Attachments	<ul> <li>Email signature</li> <li>Create a signature that will be automatically added to your email messages.</li> </ul>	
Mail Calendar ( View quick settings	Kules Sweep Junk email Customize actions Message handling Automatic replies Retention policies		

Note: If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select Automatically include my signature on messages I send. If you don't select this option, you can manually add your signature to any message.

4. Choose **Save**.

BCHO Standard Signature:

FirstName LastName Title Department

## **UCSF Benioff Children's Hospital Oakland**

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UCSF Benioff Children's Hospitals

Links to the "UCSF Benioff Children's Hospitals" Logo files: **JPG**: https://it.ucsf.edu/sites/it.ucsf.edu/files/ucsfbchlogo17 pl horiz clr rgb.jpg **PNG**: https://it.ucsf.edu/sites/it.ucsf.edu/files/ucsfbchlogo17 pl horiz clr rgb.png Note: Once you open the link, right click to copy or save the file