
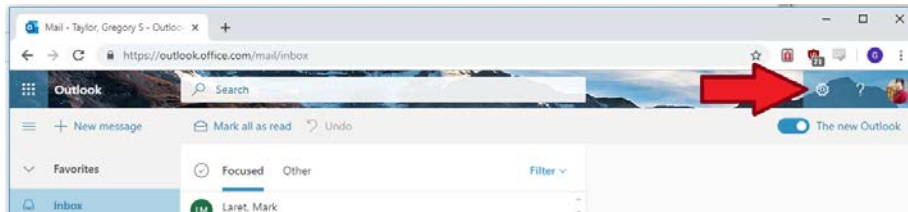


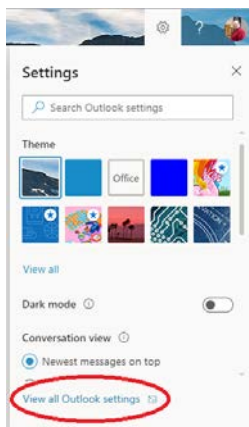
You can add your email signature automatically to all outgoing messages, or you can choose to add your signature only to specific messages.

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

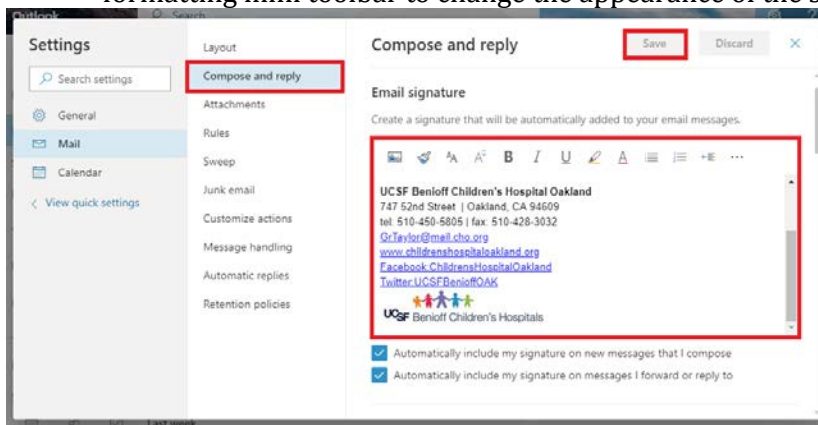
1. On the nav bar, choose **Settings**  > **Options**.



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.



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

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EmailAddress@ucsf.edu

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[Facebook:ChildrensHospitalOakland](https://www.facebook.com/ChildrensHospitalOakland)

[Twitter:UCSFBenioffOAK](https://twitter.com/UCSFBenioffOAK)



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