Email Signatures and Out of Office Messages

When you send an email from your LSBU email account, you are representing LSBU. The way that you identify yourself, particularly to people outside of the organization is important.

The LSBU Marketing UK Student Recruitment Department has put together a standard email signature which all staff should use. There is an HTML template for systems that support graphics and a plain template for those that don’t. All LSBU staff should use this template.

This help sheet explains how you can enter the standard LSBU signature into Outlook and the Web versions of Outlook, so that it is entered automatically on all new emails.

The standard LSBU signature templates:

**HTML version**

```
--
Your Name
Your job title (as shown in phonebook)

Your department/faculty (e.g. Marketing and UK Student Recruitment)
London South Bank University
103 Borough Road, London, SE1 0AA
Tel: +44 (0)20 7815 xxxx
Email: xxxxx

No.1 modern university in the UK for graduate starting salaries
Sunday Times University Guide 2011

London South Bank
University

Alternative messages

that are placed here can be obtained from the Staff Gateway

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**Plain version**

```
--
Your Name
Your job title (as shown in phonebook)

Your department/faculty (e.g. Marketing and UK Student Recruitment)
London South Bank University
103 Borough Road, London, SE1 0AA
Tel: +44 (0)20 7815 xxxx
Email: xxxxx
Web: lsbu.ac.uk

```

You can get a copy of the standard LSBU signature by sending an email to signature@lsbu.ac.uk.

An automatic email will be sent back immediately with a copy of the standard LSBU signature template for you to copy, paste and edit in Outlook.
Setting up your signature

The signature will need to be set up in each LSBU system that you send emails from. This includes:

- Your office full version of Outlook (you may have Outlook 2007 or Outlook 2010).
- Your home full version of Outlook (if you have the full version of Outlook installed at home).
- Any role based Outlook email accounts that you manage.
- In Outlook Web Access or Outlook Web App (the versions of Outlook that you can access using a web browser).
- As part of any "Out of Office" messages that you have set up. Signatures are not automatically inserted into these, so the signature needs to be part of the message.

Putting a signature into Outlook 2007

- Use the Tools Menu and choose Options
- Click the Mail Format tab, then the Signatures button

Out of Office Messages in Outlook 2007

- Use the Tools Menu and choose Out of Office Assistant

If you are connected latest Outlook Exchange server you will be able to create separate Out of Office messages for internal and external replies. If you have not been moved to the new server yet, there is just one Out of Office message.

In either case, you should include your signature. This can be copied and pasted, but cannot include the graphics.
Putting a signature into Outlook 2010

- Create a new email, then on the Message tab, click the triangle beneath the Signature option and choose Signatures from the drop down menu.

Out of Office Messages in Outlook 2010

- Use the File Tab.
- On the Info section, click on Automatic Replies

If you are connected latest Outlook Exchange server you will be able to create separate Out of Office messages for internal and external replies. If you have not been moved to the new server yet, there is just one Out of Office message.

In either case, you should include your signature. This can be copied and pasted, but cannot include the graphics.
Putting a signature into Outlook Web Access
(Outlook Web Access is what staff connected to the Outlook Exchange 2007 server use when they go to mail.lsbu.ac.uk)

- Click the Options button on the bottom left corner of the screen
- Under Messaging Options, click on the Edit Signature button

Put in your signature. This can be copied and pasted, but cannot include the graphics.
Finish with save and close.

Out of Office Messages in Outlook Web Access

- Click the Options button on the bottom left corner of the screen
- Under Out of Office Assistant, add your Out of Office message that includes signature information

Set to show that you are currently out of the office.
Enter the text of the auto reply message and include the signature.
The version of the signature without graphics should be used. This can be copied and pasted in.
Putting a signature into Outlook Web App
(Outlook Web App is what staff connected to the Outlook Exchange 2010 server use when they go to mail.lsbu.ac.uk)

- On the top right of the Outlook Web App screen, click on Options
- From the drop down menu, choose See All Options
- From the list that shows on the left of the screen click Settings

Put in your signature. This can be copied and pasted, but cannot include the graphics.

Choose to automatically include the signature on messages.

Out of Office Messages in Outlook Web App

- On the top right of the Outlook Web App screen, click on Options
- From the drop down menu, choose Set Automatic Replies

You are able to create two out of office messages, one for internal and one for external correspondents.

The version of the signature without graphics should be added. This can be copied and pasted in.