

Email signature FAQs



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Purpose.

This document is designed to assist you with copying email signature from your old Outlook Mail account or old ANUmail account into the new mail account for Microsoft Office 365 (Office 365).

There are 2 possible methods to do this in Outlook 2010, one is through exporting/importing and the other method is via copy/paste. Both of these methods for Outlook 2010 will be explained.

For ANUmail signature transfer there is only the copy/paste method.

This document will also explain the limitations of signatures in Office 365 webmail.

Examples used in this document

We have used examples throughout this document for usernames and email addresses.

- Where email address is asked for, please enter your ANU email address
- Where username is asked for please enter it in the format listed below

<u>Uni-id@uds.anu.edu.au</u> (for example u1234567@uds.anu.edu.au).

Document Support Boundaries.

This Document is written to support the following mail clients on a Windows Operating System;

• Outlook 2010.

<u>NOTE</u>

For any other versions of email clients, please consult your manual, built in help system, place of purchase or use online searches for instructions.



Size limit of signature field in Office 365 webmail.

There is a size limit on the signature field in Microsoft Office 365 Webmail.

The size limit is a total size of 8kb.

No limit on the number of characters or lines of text in the signature has been specified by Microsoft.

The file size can be greatly affected by the following;

- Font Type (e.g. Windings symbols)
- Font Size
- Symbols
- Pictures (gif file or other)

A plain text signature can be quite considerable in length and still be under 8 Kb in size.

Is it possible to have the size limit of the signature field increased in Webmail?

No, this is a predetermined size limit from Microsoft.



Exporting your email signature from your current Outlook 2010 mail account.

- 1. Launch Outlook.
- 2. Select the File menu.
- 3. Select Options.
- 4. Select Mail from the list on the left.

Outlook Options		? 🔀
General Mail	Change the settings for messages you create and receive.	^
Calendar	Compose messages	
Contacts Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML	
Notes and Journal Search Mobile	ABC Always check spelling before sending Ignore original message text in reply or forward	
Language	Create or modify signatures for messages. Signatures	
Customize Ribbon	Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>	
	Outlook panes	
Add-Ins Trust Center	Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	When new messages arrive: Image: Play a sound Image: Play	
	Conversation Clean Up	
	Cleaned-up items will go to this folder: Browse	
		ancei



5. Hold down <ctrl> key while clicking the Signatures button.



Create or modify signatures for messages.

Signatures...

6. The folder containing your signatures will open.



7. Copy all of the files and folders in the signatures folder to a location that is easy to find/access (e.g. flash drive, external hard drive, your computer H:\ Drive).



Importing your email signature into your Office 365 mail account using Outlook 2010.

- 1. Launch Outlook.
- 2. Select the **File** menu.
- 3. Select Options.
- 4. Select Mail from the list on the left.

Outlook Options		? 🗙
General	Change the settings for messages you create and receive.	^
Mail		
Calendar	Compose messages	
Contacts	Change the editing settings for messages.	
Tasks	<u>Compose messages in this format:</u>	
Notes and Journal	ABC Always check spelling before sending Spelling and Autocorrect.	
Search	Ignore original message text in reply or forward	
Mobile		-
Language	Create or modify signatures for messages. Signatures.	
Advanced	**	-
Customize Ribbon	Vse stationery to change default fonts and styles, colors, and backgrounds.	
Quick Access Toolbar	Outlook pages	
Add-Ins		
Trust Center	Customize now items are marked as read when using the Reading Pane. <u>Reading Pane</u> .	
	Message arrival	
	When new messages arrive:	
	 Figure 3 sound Figure 3 sound<td></td>	
	Show an envelope icon in the taskbar	
	✓ Display a Desktop Alert	
	Enable preview for <u>Rights</u> Protected messages (May impact performance)	
	Conversation Clean Up	
	Cleaned-up items will go to this folder:	~
	ОК	ancel



5. Hold down <ctrl> key while clicking the Signatures button.



- 6. The folder containing your signatures will open, and will be more than likely empty.
- 7. Paste all the signature files you copied from your old mail account into this folder.



- 8. Close the Signatures folder.
- 9. Select the **Signatures** button, which will take you to the signatures and stationery picker.
- 10. In the Dropdowns for **New Messages** and **Replies/forwards** select your signature to be the default signature for these types of messages.
- 11. Select OK.
- 12. Select OK.



Copying your email signature from Outlook 2010 into Office 365 webmail.

- 1. Launch Outlook.
- 2. Select the File menu.
- 3. Select Options.
- 4. Select Mail from the list on the left.

Outlook Options		?	
General	Change the settings for messages you create and receive.		
Calendar	Compose messages		
Contacts	Change the editing settings for messages.	Editor Options	=
Tasks	<u>Compose messages in this format:</u> HTML		
Notes and Journal	ABC/ Always check shalling before cending		
Search	✓ Ignore original message text in reply or forward	spening and Autocorrect	
Mobile			
Language	Create or modify signatures for messages.	Si <u>gn</u> atures	
Advanced			
Customize Ribbon	K Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	
Quick Access Toolbar	Outlook panes		
Add Inc			

5. Select the **Signatures** button.



The	Signatures	and	Stationer	y screen	will	open.
	-					

E-mail Signature Personal Stationery Select signature to edit Test Test Delete New Save Rename Edit signature Calibri (Body) ♥ 11 ♥ B I U Automatic ♥ ■ ■ ■ ▼ 14 ■ Business Card ▲ &	Signatures and	Stationery				? 🔀
Selegt signature to edit Choose default signature Test E-mail account: New messages: (none) Delete New Save Rename Edit signature Image: Save Calibri (Body) 11 B Image: This is my signature Image: Signature Image: Save Image: Save Image: Save Image: Save	<u>E</u> -mail Signature	Personal Stationery				
Test E-mail account: New messages: (none) New messages: (none) Pelete New Save Replies/forwards: (none) Edit signature Image: Save Calibri (Body) 11 B Image: Save This is my signature Image: Save Image: Save Image: Save Image: Save Image: Save	Select signature to	o edit		Choose default signa	ture	
New messages: (none) Pelete New Save Rename Edit signature Image: Calibri (Body) Calibri (Body) Intervention This is my signature Image: Calibri Complexity Image: Calibri Complexity Image: Ca	Test		<u>^</u>	E-mail <u>a</u> ccount:		~
Pelete New Save Rename Edit signature Calibri (Body) 11 B I I Automatic Image: This is my signature Image: Second Secon				New <u>m</u> essages:	(none)	~
Delete New Save Rename Edit signature Calibri (Body) 11 B I I Automatic I I I B I I Automatic I <td< td=""><td></td><td></td><td>~</td><td>Replies/<u>f</u>orwards:</td><td>(none)</td><td></td></td<>			~	Replies/ <u>f</u> orwards:	(none)	
Edit signature Calibri (Body) I1 B I U Automatic Image: Second state Ima	Delete	New	Save Rename			
Calibri (Body) II II II Automatic III III III IIII IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Edi <u>t</u> signature —					
This is my signature	Calibri (Body)	🖌 11 🔽 🖪	I U Automatic	V = = =	🕅 📢 <u>Sia B</u> usiness Card	🚨 😫
	This is my sig	gnature				
						~
						Capcel

- 6. Select the required signature in the top left field from the list of your available ones.
- 7. In the bottom field, highlight all the contents of the signature.
- 8. Copy the entire signature using either;
 - a. <**ctrl**> + <**c**>
 - b. Right Click and Select Copy

Note: you can copy it into a blank Word document at this point if you wish.

- 9. Log into Office 365 Webmail using your web browser.
- 10. Select **Options** on the top right side of the webmail interface.





11. Select See All Options.



This will bring you to the Office 365 webmail settings of your email account.



12. Select Settings on the left side of the screen.



This will bring you to the screen where you can setup your signature.

Outlook Web App	
Mail > Options	
Account	
Organize E-Mail	Mail Spelling Calendar General Regional
Groups	
Settings	E-Mail Signature
Phone Block or Allow	Tahoma ✓ 10 ✓ B I U abe 三 三 三 二 2 A ✓ Ø Ø Ø X ² X ³ VI T4
	✓ Automatically include my signature on messages I send

13. Paste the copied signature from **Step 8** into the **Email Signature** field as you can see below.

Note: If you copied and pasted it into a Blank Word document at **Step 8**, then you will need to recopy it from there and paste it into Webmail

Outlook Web App	
Mail > Options	
Account Organize E-Mail	Mail Spelling Calendar General Regional
Groups Settings	E-Mail Signature
Phone Block or Allow	Calibri 12 B I U abe E <td< td=""></td<>



14. Select **Save** located in the bottom right of the webmail interface.



Two errors appear after copying and saving my signature into Office 365 webmail.

After you either paste in or manually setup your signature in Office 365 webmail, if you click "**Save**" and the following 2 errors pop up;

- The text you typed is too long. Please shorten in and try to save it again
- There are errors on this page. Please fix the highlighted boxes and try saving again

Outlook Web App		
Mail > Options		
Account 🔌 💕 🏢 🔛		
Organize E-Mail Mail Spelling Calendar General Regional		
Groups		
Settings E-Mail Signature		Read Receipts
Phone Block or Allow	 第二目目前部部本の目的 Save it again. Error ② There are errors on this page. Please fix the highl try saving again. 	Choose how to respond to reque Ask me before sending a resp Always send a response Never send a response Reacting Dane X ighted boxes and ighted boxes and is Read when t ally mark item
Automatically include my signature on messages (send		Close
Message Format		Conversations
Always show Bcc Always show From Compose messages in this format: HTML		Sort messages in the conversation Newest message on top Newest message on bottom

Both of the errors shown below.

This essentially means your signature is too big in size, so reduce its size and then save the change.

Refer to **Page 4** of this FAQ guide for size information.



Copying your email signature from ANUmail into Office 365 webmail

1. Login to your ANUmail account.



2. Select **Options** from the bottom left of the ANUmail interface.





3. Select Local Account from the list on the left.

ANU Web Mail	
12 🖼 🖼 🖽	Local Account
I Options	
 Global 	Identity Settings
🛷 General	Display Name John Smith
▼ Mail	
🕅 General	Email Address John.smith@anu.edu.au
🔲 Layout	
 Local Account 	Signature
Forwarding	
Mail Filters	
📝 Vacation Message	This is my signature
▼ Identities	9
Local Account	
 External Accounts 	
New Account	
Calendar	Add the signature to every message you compose
Evente	
	vCard
	Name
	Title: (None) V Suffix: (None) V
	First Name Last Name

4. Highlight the contents of the **Signature** field.

ANU Web Mail	
4 · · · · · · · · · · · · · · · · · · ·	Local Account
✓ Options	
 Global General Mail General Layout Local Account Forwarding Mail Filters Vacation Message Identities Local Account 	Identity Settings Display Name John Smith Email Address John.smith@anu.edu.au Signature A \checkmark A \checkmark B I U $\blacksquare \checkmark$ A \checkmark R \sim
Vew Account Calendar General Events Notifications	Add the signature to every message you compose

- 5. Copy the entire signature using either;
 - a. <**ctrl**> + <**c**>
 - b. Right Click and Select Copy

Note: you can copy it into a blank Word document at this point if you wish.



- 6. Log into Office 365 Webmail using your web browser.
- 7. Select **Options** on the top right side of the webmail interface.



8. Select See All Options.





This will bring you to the Office 365 webmail settings of your email account.



9. Select **Settings** on the left side of the screen.

This will bring you to the screen where you can setup your signature.

Outlook Web App	
Mail > Options	
Account Organize E-Mail Groups	Mail Spelling Calendar General Regional
Settings	E-Mail Signature
Phone Block or Allow	Tahoma IO B IU abe IE IE



10. Paste the copied signature from **Step 8** into the **Email Signature** field as you can see below.

Note: If you copied and pasted it into a Blank Word document at **Step 8**, then you will need to recopy it from there and paste it into Webmail

Outlook Web App	
Mail > Options Account Organize E-Mail Groups	Mail Spelling Calendar General Regional
ettings	E-Mail Signature
hone llock or Allow	Calibri M 12 B I U A IE IE
	Automatically include my signature on messages I send

11. Select **Save** located in the bottom right of the webmail interface.

