

Email signature FAQs

Contents

Purpose.	3
Examples used in this document.....	3
Document Support Boundaries.	3
Size limit of signature field in Office 365 webmail.	4
Is it possible to have the size limit of the signature field increased in Webmail?.....	4
Exporting your email signature from your current Outlook 2010 mail account.	5
Importing your email signature into your Office 365 mail account using Outlook 2010.	7
Copying your email signature from Outlook 2010 into Office 365 webmail.	9
Two errors appear after copying and saving my signature into Office 365 webmail.....	13
Copying your email signature from ANUmail into Office 365 webmail	14

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

Uni-id@uds.anu.edu.au (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.

NOTE

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)

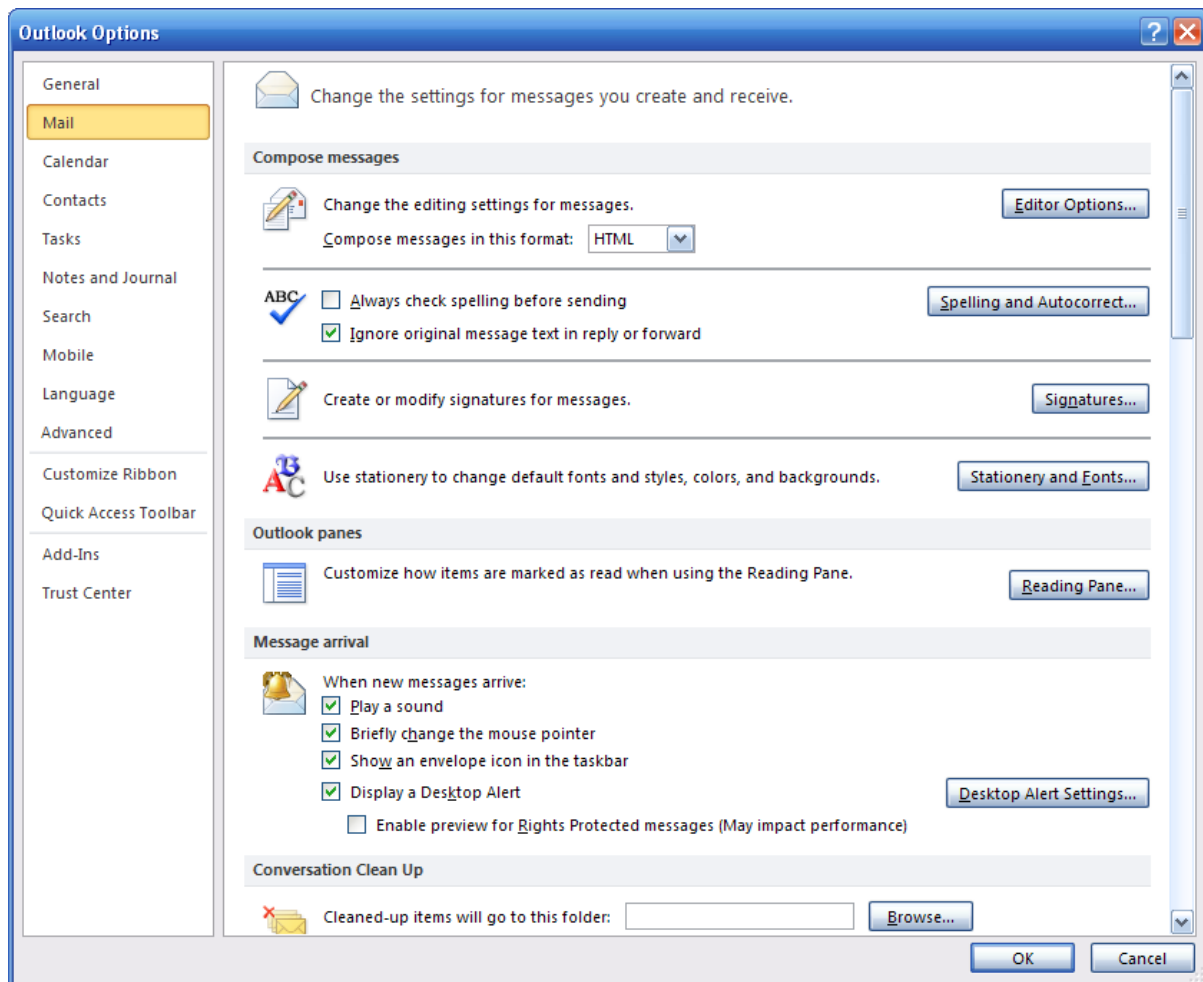
A plain text signature can be quite considerable in length and still be under 8 Kb in size.

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.



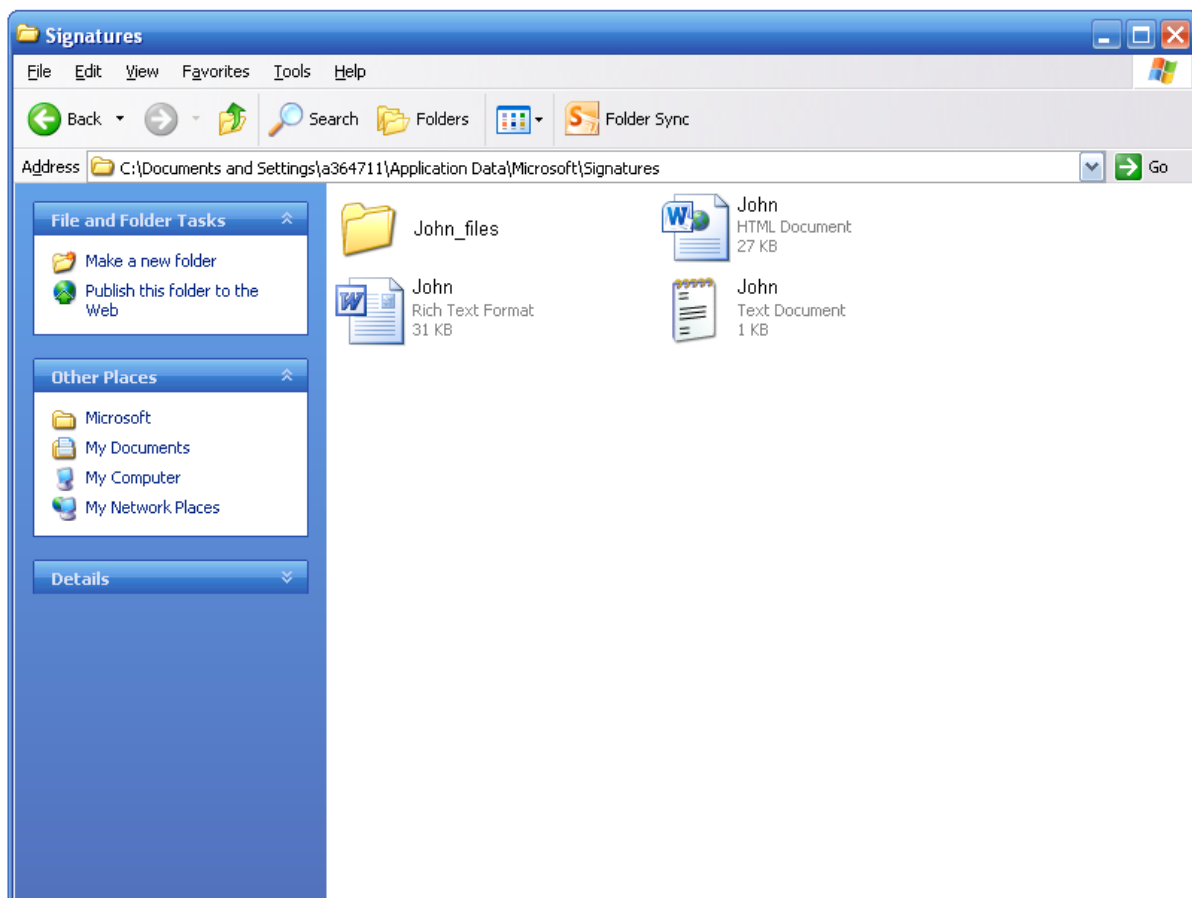
5. Hold down <ctrl> key while clicking the **Signatures** button.



Create or modify signatures for messages.

Signatures...

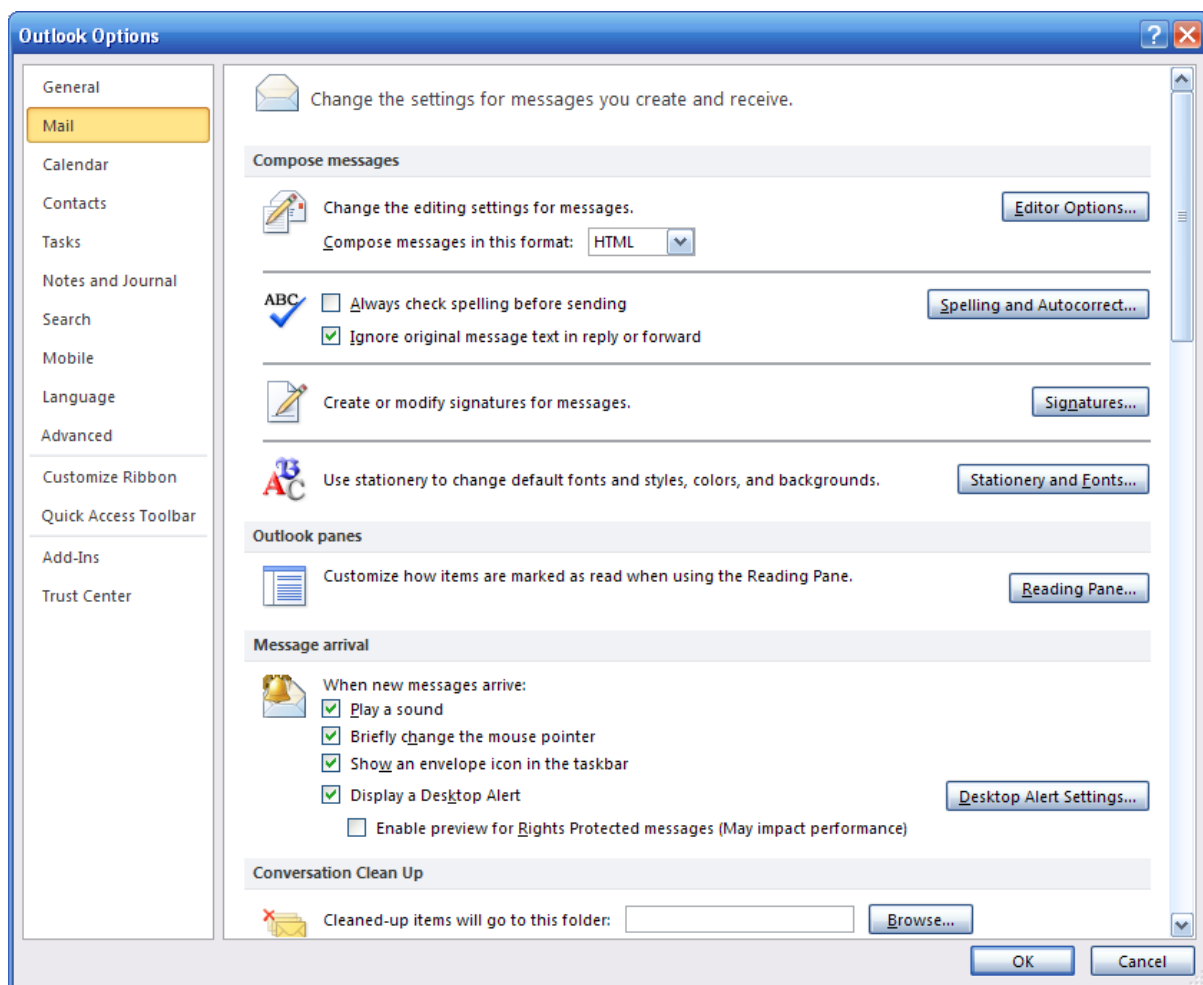
6. The folder containing your signatures will open.



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.

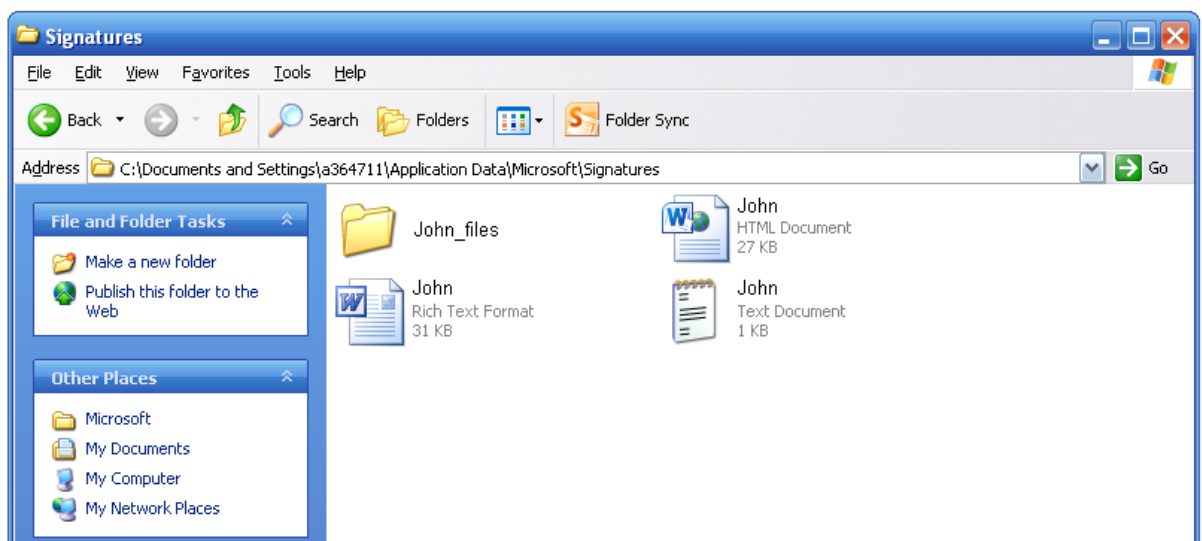
1. Launch Outlook.
2. Select the **File** menu.
3. Select **Options**.
4. Select **Mail** from the list on the left.



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



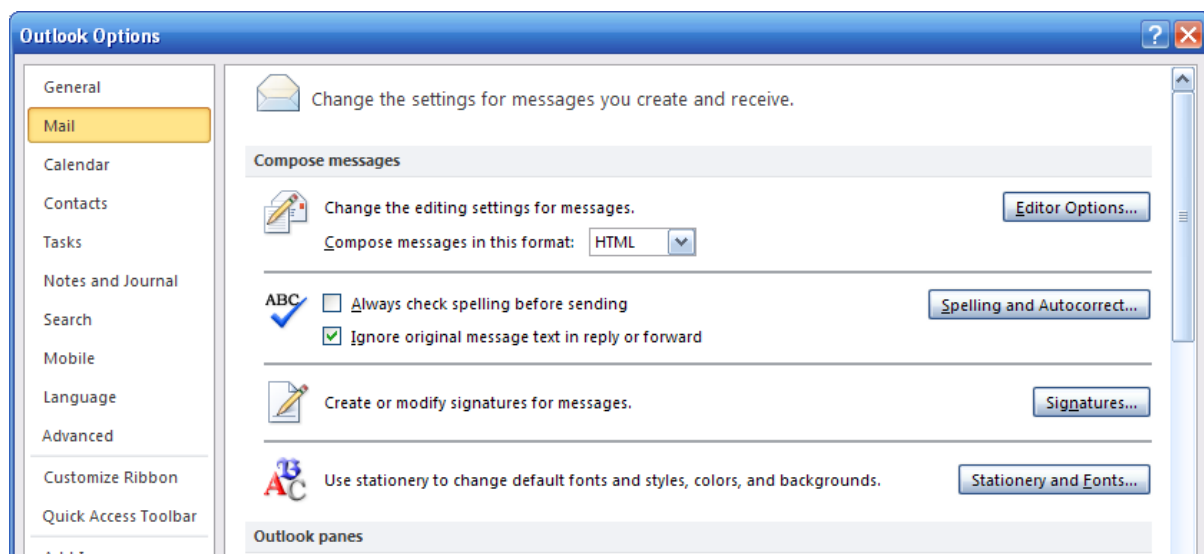
6. The folder containing your signatures will open, and will be more than likely empty.
7. Paste all the signature files you copied from your old mail account into this folder.



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**.

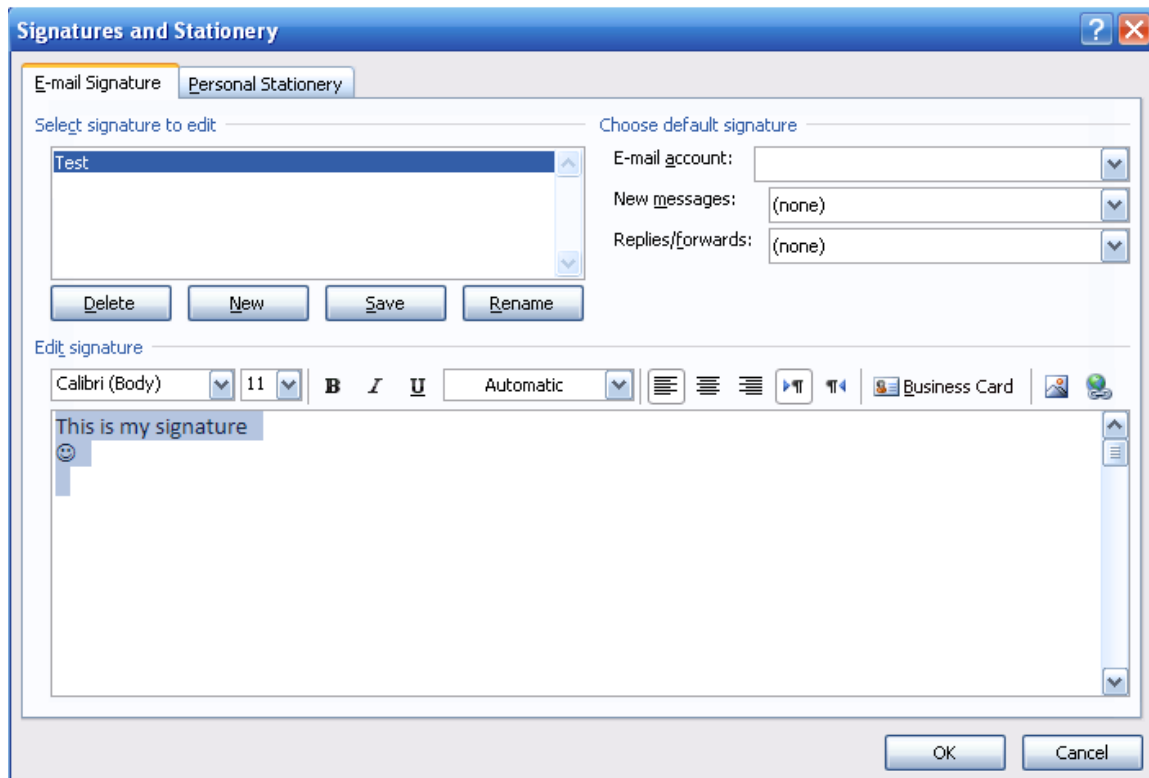
Copying your email signature from Outlook 2010 into Office 365 webmail.

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



5. Select the **Signatures** button.

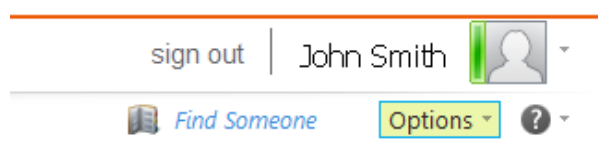
The **Signatures and Stationery** screen will open.



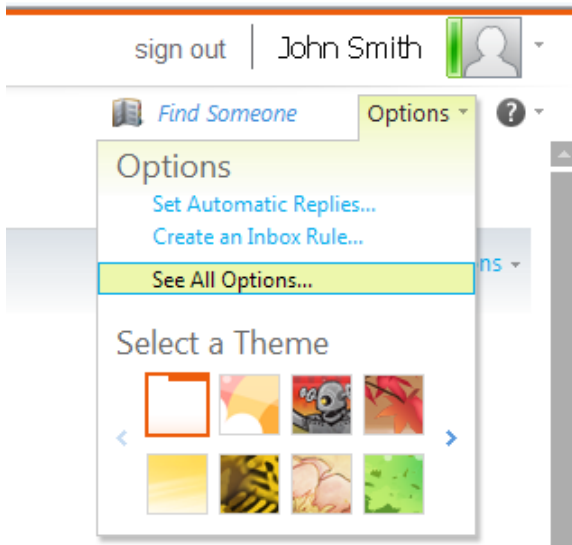
6. Select the required signature in the top left field from the list of your available ones.
7. In the bottom field, highlight all the contents of the signature.
8. Copy the entire signature using either;
 - a. **<ctrl> + <c>**
 - b. Right Click and Select **Copy**

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

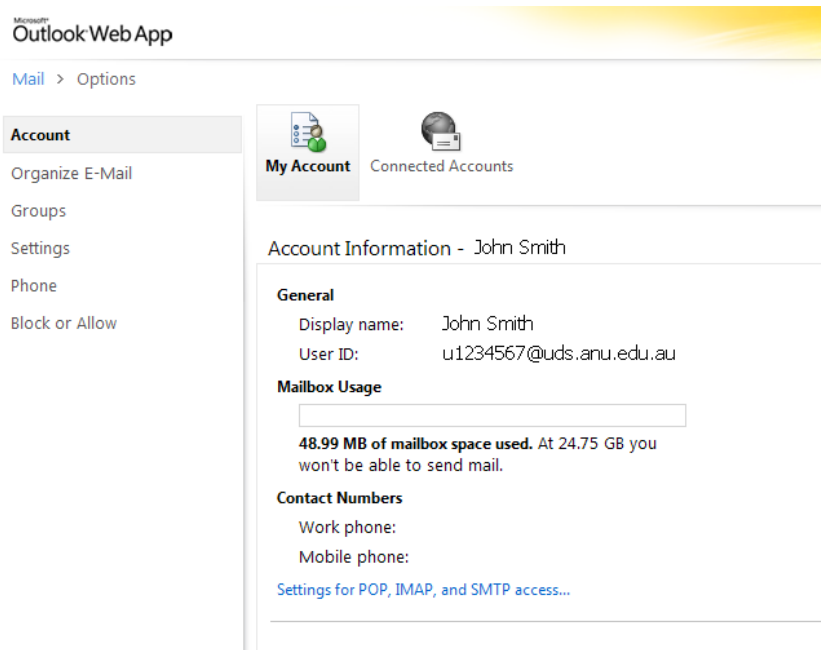
9. Log into Office 365 Webmail using your web browser.
10. Select **Options** on the top right side of the webmail interface.



11. Select **See All Options**.

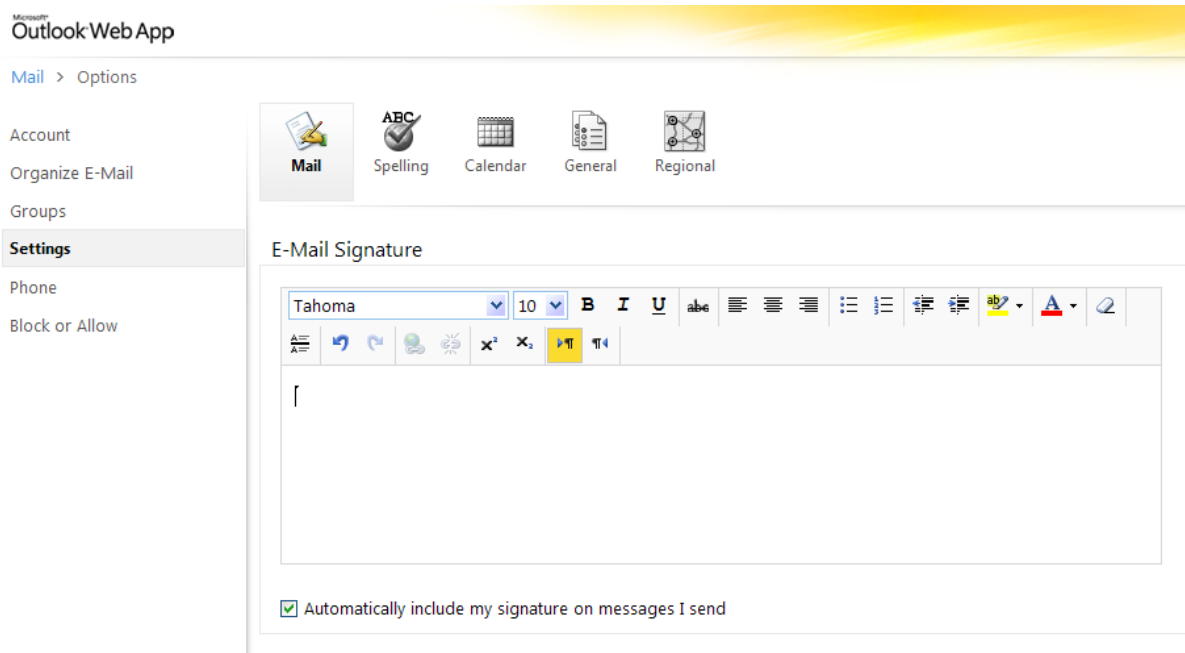


This will bring you to the Office 365 webmail settings of your email account.



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

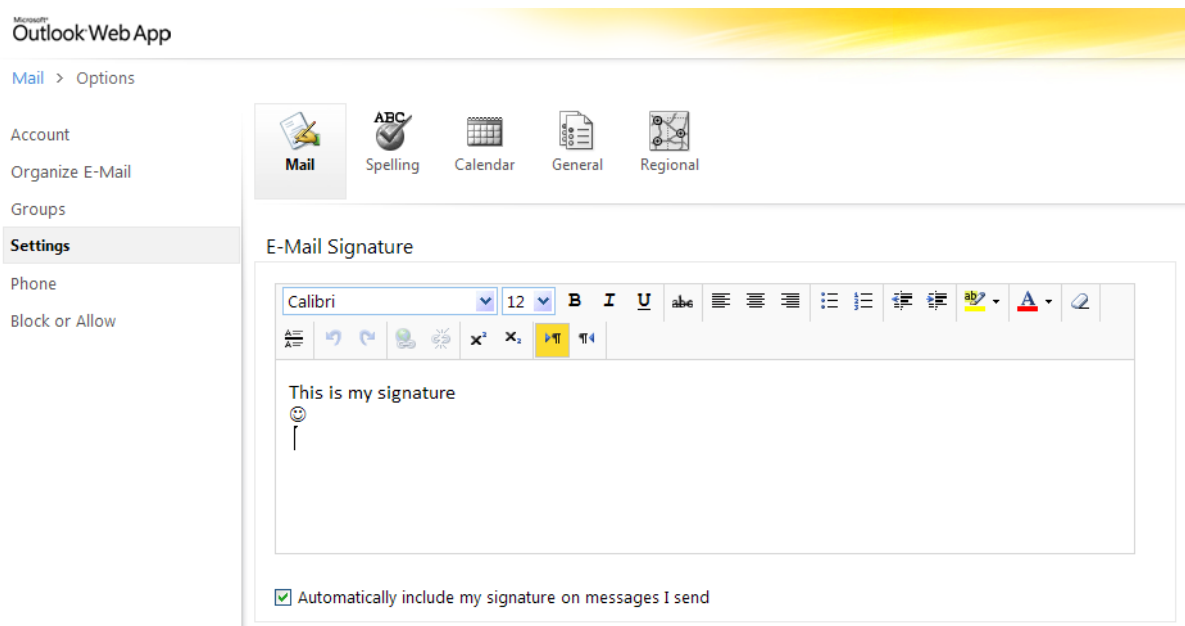
This will bring you to the screen where you can setup your signature.



The screenshot shows the Outlook Web App interface. On the left, the 'Settings' menu is expanded. The main content area is titled 'E-Mail Signature'. At the top, there are icons for Mail, Spelling, Calendar, General, and Regional. Below these is a rich text editor with a toolbar. The font is set to 'Tahoma' and the size is '10'. The text area contains a single vertical bar '|'. At the bottom, there is a checkbox labeled 'Automatically include my signature on messages I send' which is checked.

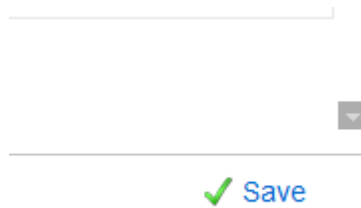
13. Paste the copied signature from **Step 8** into the **Email Signature** field as you can see below.

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



The screenshot shows the Outlook Web App interface. On the left, the 'Settings' menu is expanded. The main content area is titled 'E-Mail Signature'. At the top, there are icons for Mail, Spelling, Calendar, General, and Regional. Below these is a rich text editor with a toolbar. The font is set to 'Calibri' and the size is '12'. The text area contains the text 'This is my signature' followed by a smiley face emoji and a vertical bar '|'. At the bottom, there is a checkbox labeled 'Automatically include my signature on messages I send' which is checked.

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

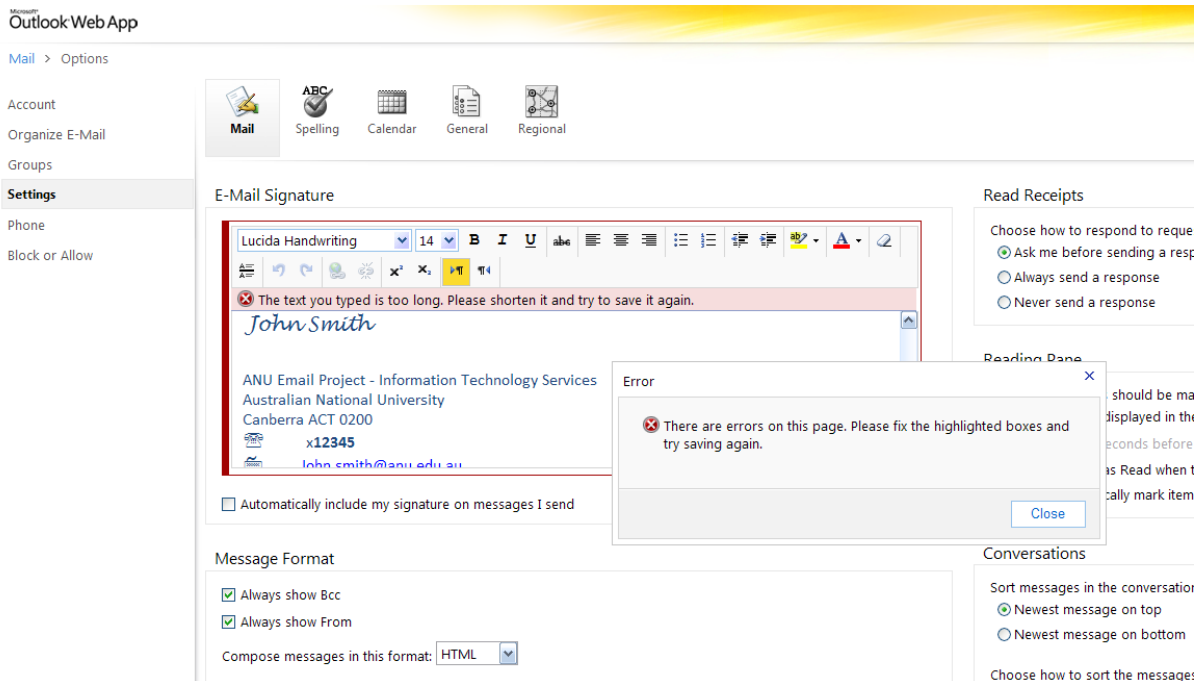


Two errors appear after copying and saving my signature into Office 365 webmail.

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

Both of the errors shown below.



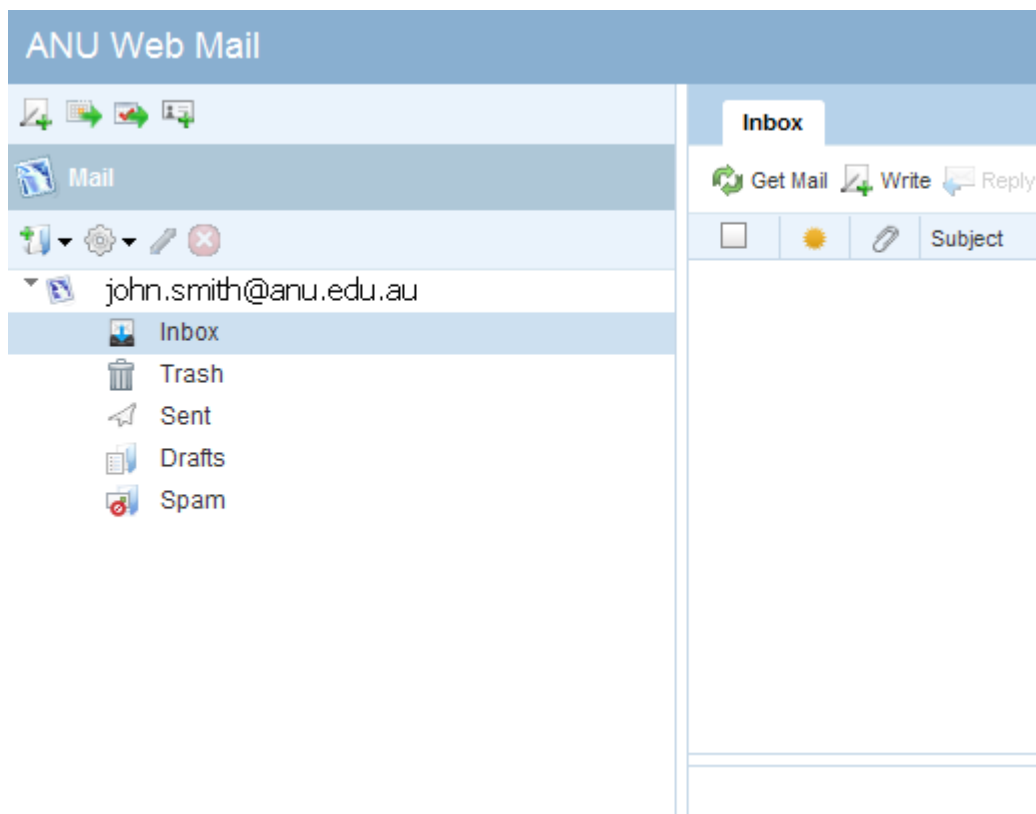
The screenshot shows the Outlook Web App interface. The left sidebar contains navigation options: Mail, Account, Organize E-Mail, Groups, Settings (selected), Phone, and Block or Allow. The main content area is titled 'E-Mail Signature' and features a rich text editor with a toolbar. The signature text, 'John Smith', is highlighted in red. A red error message is displayed above the signature: 'The text you typed is too long. Please shorten it and try to save it again.' Below the signature, there is a checkbox for 'Automatically include my signature on messages I send'. To the right of the signature editor, there are settings for 'Read Receipts' and 'Conversations'. An 'Error' dialog box is open in the foreground, displaying the message: 'There are errors on this page. Please fix the highlighted boxes and try saving again.' with a 'Close' button.

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

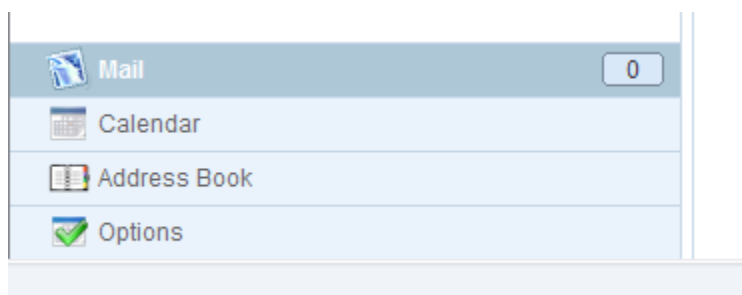
Refer to **Page 4** of this FAQ guide for size information.

Copying your email signature from ANUmail into Office 365 webmail

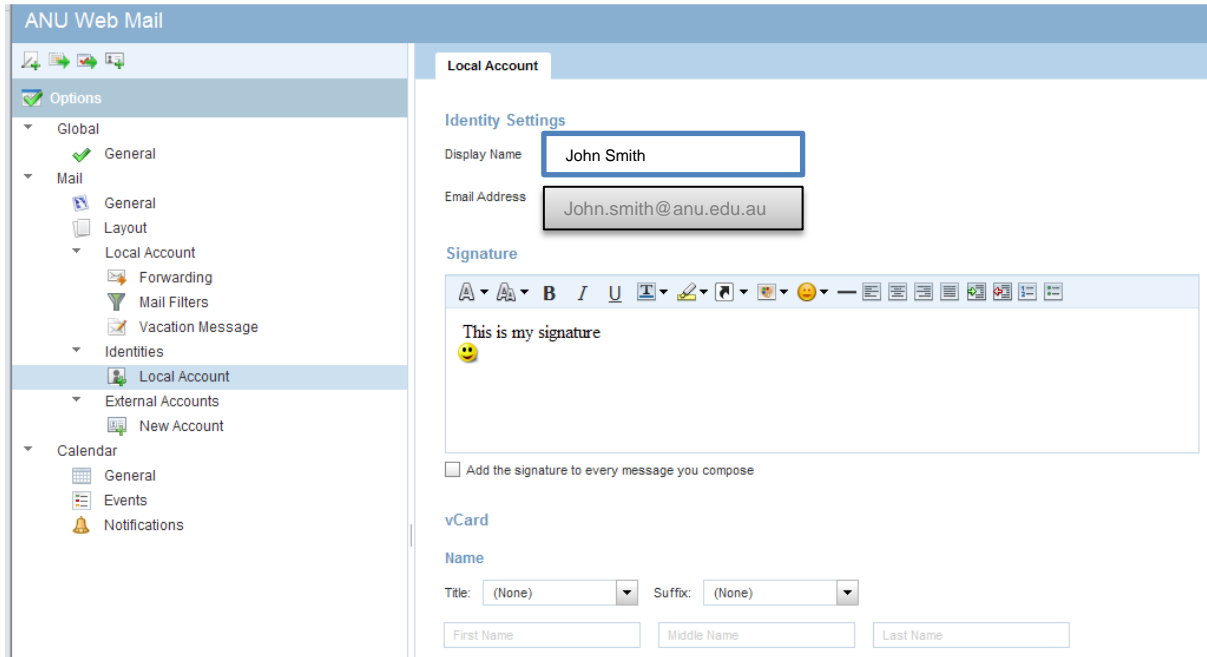
1. Login to your ANUmail account.



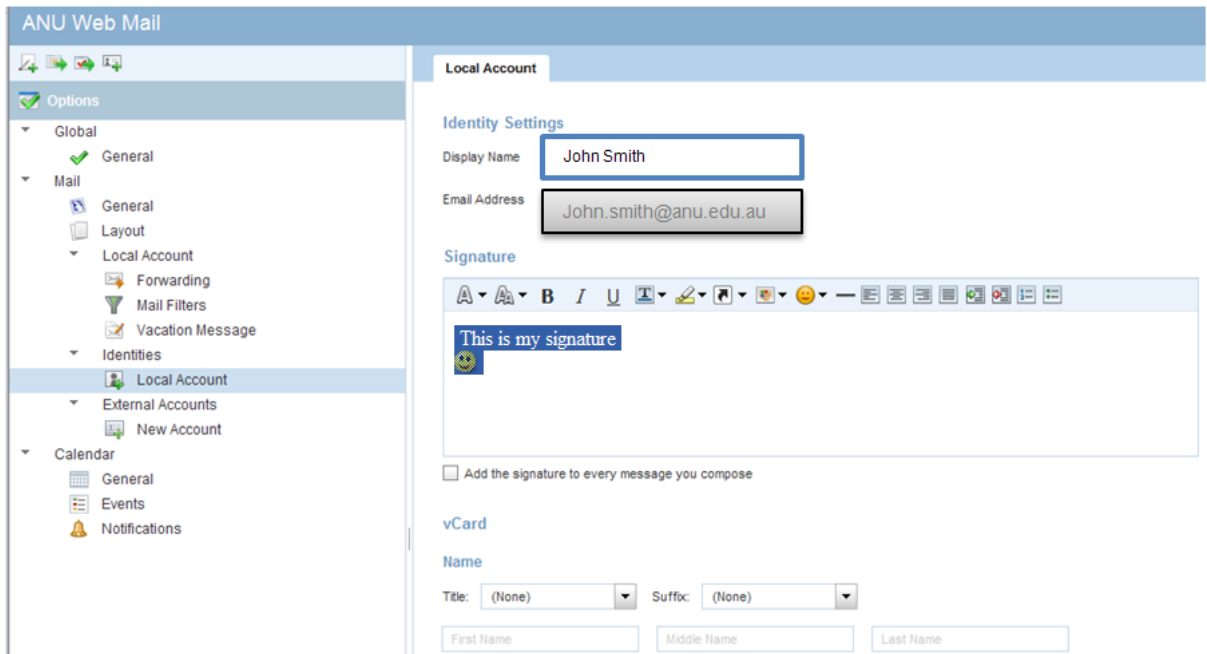
2. Select **Options** from the bottom left of the ANUmail interface.



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



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

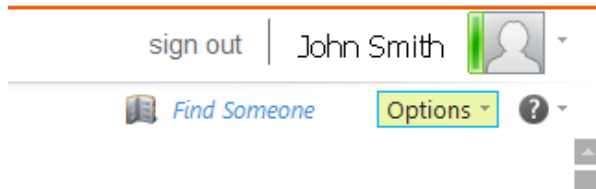


5. Copy the entire signature using either;

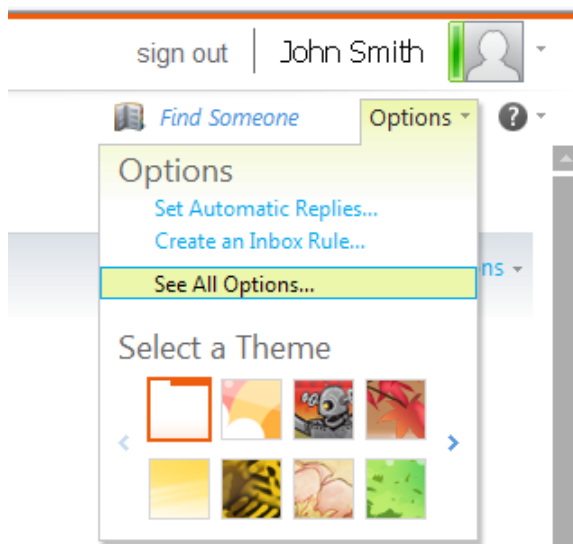
- a. <ctrl> + <c>
- b. Right Click and Select **Copy**

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

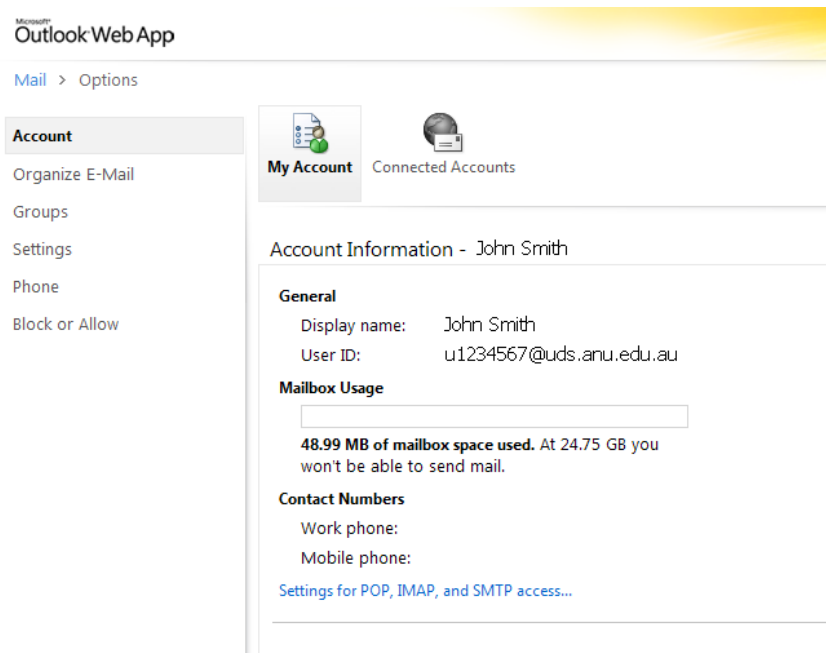
6. Log into Office 365 Webmail using your web browser.
7. Select **Options** on the top right side of the webmail interface.



8. Select **See All Options**.



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



Microsoft
Outlook Web App

Mail > Options

Account

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

My Account Connected Accounts

Account Information - John Smith

General

Display name: John Smith
User ID: u1234567@uds.anu.edu.au

Mailbox Usage

48.99 MB of mailbox space used. At 24.75 GB you won't be able to send mail.

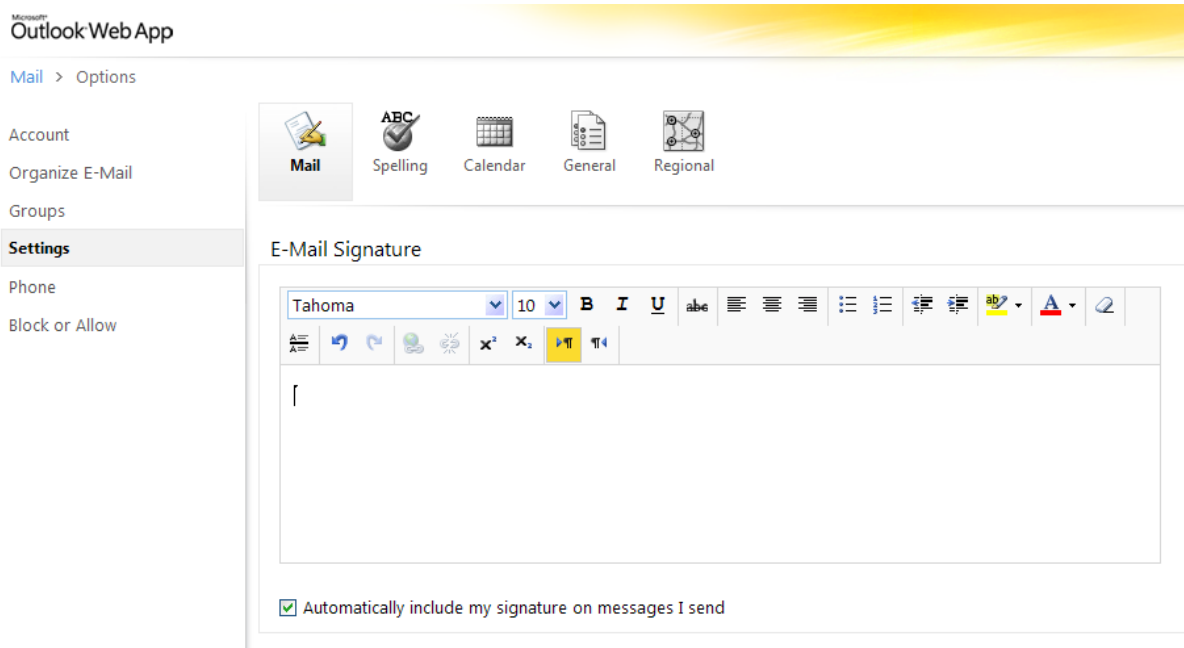
Contact Numbers

Work phone:
Mobile phone:

[Settings for POP, IMAP, and SMTP access...](#)

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

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



Microsoft
Outlook Web App

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Mail Spelling Calendar General Regional

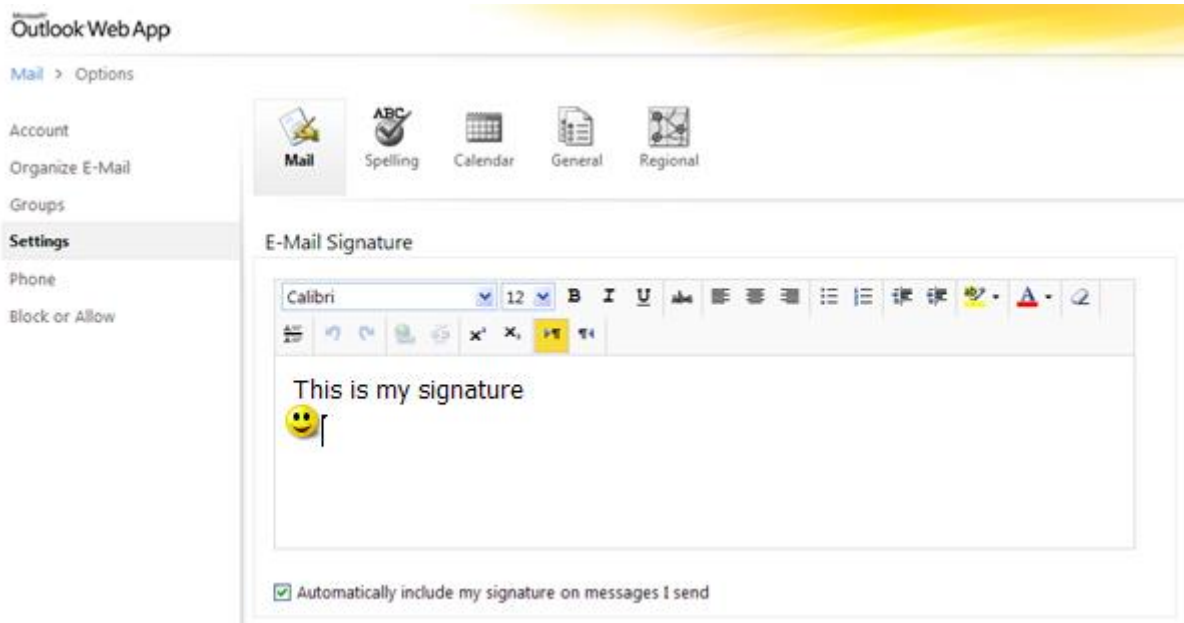
E-Mail Signature

Tahoma 10 B I U abc

Automatically include my signature on messages I send

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



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

