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**Official Tepper Email Signature Instructions**

These instructions contain information on how to setup an email signature using Tepper’s official template. Located below is the template to use. To make the process easier, instructions for the most common setups are included. If you need help implementing the new signature please reach out to Tepper’s IT helpdesk by emailing [tepperhd@andrew.cmu.edu](mailto:tepperhd@andrew.cmu.edu) .

**Email Signature Template:**

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**Outlook for Windows**

1. Open the Outlook email application for Windows.
2. Click on the File Tab, then Options. In the Outlook Options dialog box that pops up click the mail option on the left. Under Mail options click Signatures.
3. In the Signatures and Stationery box click the new button. Type a name for the signature and then click OK.
4. Copy and Paste the above template into the text box titled Edit Signature. Replace the example text with your information.
5. Click OK, then OK.

**Outlook for MAC**

1. Open the Outlook email application for MAC.
2. Click on Outlook in the menu bar, then preferences.
3. Under the Email section find Signatures.
4. Under Edit Signature click the + icon to add a new signature.
5. Copy and Paste the above template into the text box that pops up. Replace the example text with your information.
6. Close the text editing box, and then close the Signatures box.

**CMU Gmail – Web Client**

1. Log into your CMU Gmail account via a web browser.
2. In the top right corner, click the Settings gear, then Settings.
3. Scroll down to the "Signature" section.
4. Copy and Paste the above template into the text box. Replace the example text with your information.
5. At the bottom of the page, click Save Changes.

**CMU Outlook Web Access (OWA) – Web Client**

1. Log into your CMU OWA account via a web browser.
2. In the top right corner, click the Settings gear, then Options.
3. On the left under Options, expand the Mail section then the Layout section.
4. Under Layout click on Email Signature.
5. Copy and Paste the above template into the text box. Replace the example text with your information.
6. Check the appropriate check above the text box to automatically add your signatures to emails by default.
7. Click Save.

**Adding links and fields to your email signature (optional)**

Links for things such as social media sites can also be added to the email signature. One option is to simply add another line similar to the example below. You can also add new fields to your signature. Each field is designated with a letter. Please reference the legend for additional fields.

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**w** facebook.com/teppercmu/ **🡨------ Added a web address with a new designation.**

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**Legend**

o = office phone number

c = cell phone number

f = fax number

e = email address

w = website