

Create an email signature



This article details how to set up a standard email signature for institutional email.

Email Signature Guidelines

Required Elements

Your email signature should contain the following elements:

- Name
- Position
- Covenant Theological Seminary
- Work phone number (if applicable)

Your email signature should **NOT** contain the following elements:

- Mailing address (very rarely is a mailing address needed from an email)
- Email address (the email is already referenced in the fact that you're sending an email)
- Quotes from books/poets/comedians

Formatting

- **Font** - Helvetica (or Arial)
- Use one font for the entire email and signature.

Email Signature Template


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Edit Signature in Microsoft Outlook

Microsoft Windows

1. Open **Microsoft Outlook**.
2. From the **Home** tab, click **New Email**.
3. From the **Message** tab, click **Signature > Signatures**.
4. Click the **New** in the left-hand window.
 - a. Type a **Signature Name** and click **OK**.
 - b. Format the signature in the bottom **Edit Signature** pane according to the specified guidelines. Use the **Email Signature Template** above as a starting point.
5. Use the right pane titled: **Choose default signature** to specify which signature to use by default and when.
6. Click **OK** when finished.

Apple OSX


1. Open **Microsoft Outlook**.
2. From the **Home** tab, click **New Email**.
3. From the **Message** tab, click **Signature > Edit Signatures**.
4. Click the **+** in the left-hand window.
 - a. Fill in the **Signature Name**.
 - b. Format the signature according to the specified guidelines. Use the **Email Signature Template** above as a starting point.
5. When finished, click the  icon at the top of the window. Then close the window.
6. Use the bottom pane titled: **Choose default signature** to specify which signature to use by default and when.

Edit Signature in Webmail

1. Go to <https://mycts.covenantseminary.edu> and log in using your institutional email address and password.

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2. From the **Launchpad**, click **Email**.
3. From your **Inbox**, click the  icon in the upper-right corner of the screen (next to your name).
4. In the **Search Outlook Settings** box, type "Email Signature".
5. Format the signature according to the specified guidelines. Use the **Email Signature Template** above as a starting point.
6. Specify when to display the signature, using the other options on this page.
7. When finished, click **Save** at the top of the window.

Related articles

- [Export email from CTS account](#)
- [Create an email signature](#)
- [Add or remove Covenant Seminary email on Android device](#)
- [Add or remove Covenant Seminary email account on iPhone](#)