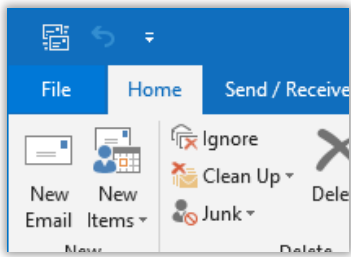
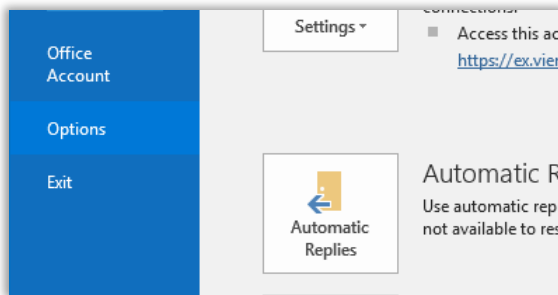


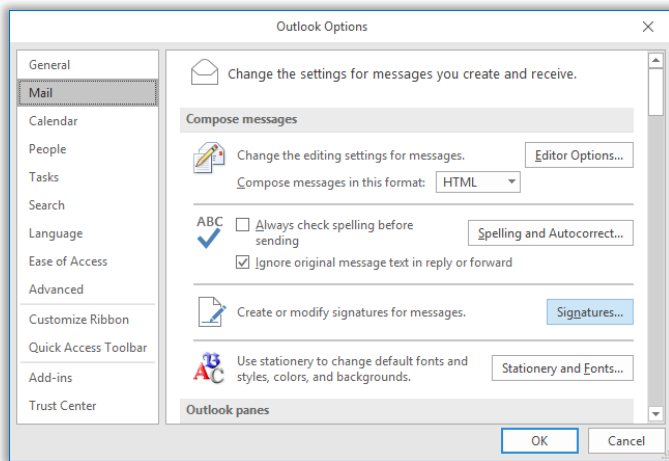
IHS Email Signature for Outlook



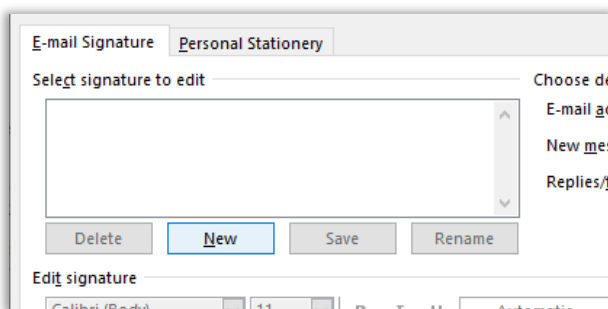
- Click the **File** tab.



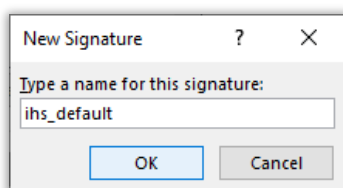
- From the blue bar on the left, click **Options** to open the **Outlook Options** window.



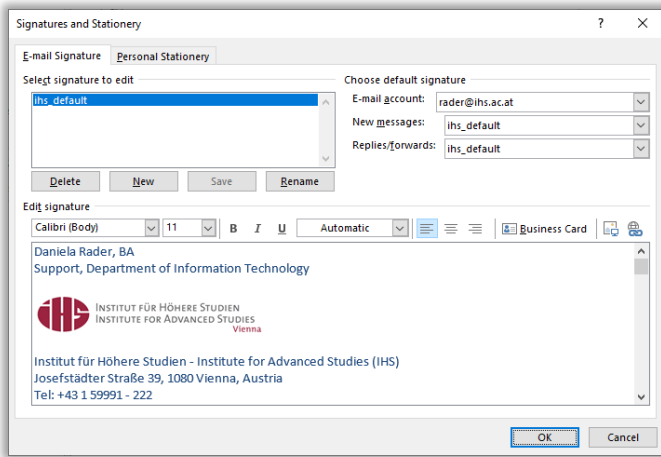
- From the menu on the left, open the **Mail** section.
- Now, look for a button labelled **Signatures....**
- Click the button to open a new window.



- Click the **New** button to create a new signature.




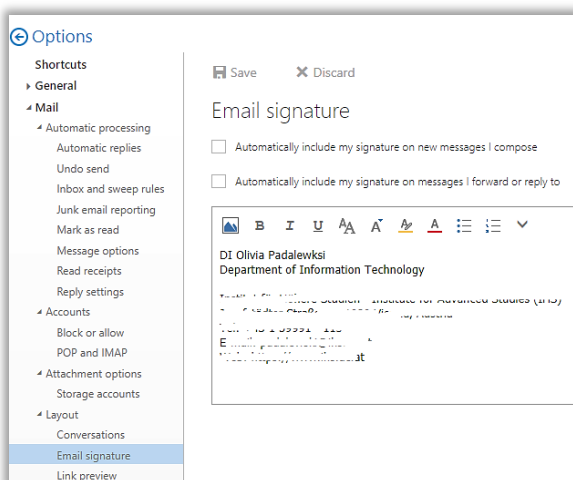
- Enter the name "*ihs_default*" for your new signature.
- Press **OK**.

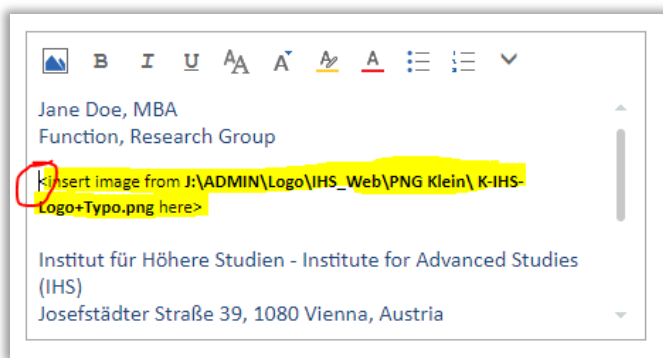
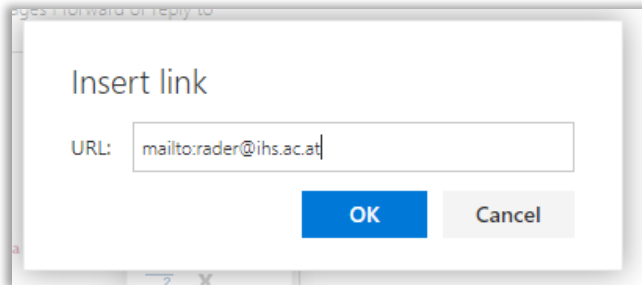
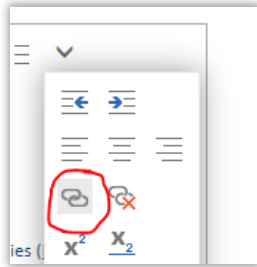


- Open your file explorer and go to **U:\alle\IHS-Signature**.
- Open the file *ihs_default Signature Template.dotx*.
- Copy the entire contents of this template into the **Edit signature** box in Outlook.
- Adapt the signature text, i.e. name, position, email, telephone.
- To activate the email address, enter an empty space at the end of the line. This will render the email address clickable.
- Click **Save**.
- Activate the automatic insertion of your email address into your email messages via the **Choose default signature** settings: Select **ihs_default** from the **New messages** drop down and, if desired, from the **Replies/forwards** drop down.
- Click **OK** to save your settings.
- Click **OK** to close the Outlook Options.

IHS Email Signature for Webmail

- Login to <https://owa.ihs.ac.at>. See separate OWA documentation for details.
- To create your signature, go to  **Settings** (on the right of the main site) and click **Options**.
- From Mail – Layout, switch to the **Email Signature** Tab.
- Leave your web browser open. Open your file explorer and go to **U:\alle\IHS-Signature**.
- Open the file *ihs_webmail Signature Template.dotx*.
- Copy the entire template contents from the template into the webmail signature text box still open in your web browser.





- Change the text of the email address to your email address.
- To make it click-able, mark the email address, click the down arrow in the command bar and select the chain symbol to insert a link.
- Into the URL-field, enter **mailto:<username>@ihs.ac.at**
- Confirm the link with **OK**.
- Place the cursor at the start of the line that asks you to add a certain IHS logo image file. (See red circle in screenshot to the left)
- Click the picture symbol, browse to the image file and insert it.
- Delete the text. (Marked yellow in the screenshot to the left.)
- Adapt the rest of the signature information, i.e. name, position, telephone. Delete any unneeded information, i. e. mobile or fax.
- Activate or de-activate the checkboxes above according to your preferences:
 - **Automatically include my signature on new messages I compose**
 - **Automatically include my signature on messages I forward or reply to**
- Click **Save**.
- Make sure to log off from OWA webmail when you are done.

Mobile devices and text-only email programs

A text-only signature template for mobile devices and text-only email programs can be found here:

- Open your file explorer and go to **U:\alle\IHS-Signature**.
- Copy the contents from *ihs_mobile Signature Template.txt* and modify as needed.