From: Kamerow, Justin <justinkamerow@uabmc.edu>
Sent: Thursday, February 7, 2019 4:31 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Tip of the Week -- Signature Lines in your email

Signature Lines in your email (Outlook and webmail)	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech in MT-403

QUESTION:

Tell me all about how to add "signature lines" in email (Outlook and webmail).
(And while you're at it, remind me again of the meaning/differences of the terms email and Outlook and webmail.)

What are UAB's standards/requirements for email signatures?

BACKGROUND:

You can get to and use your @uabmc.edu email account in multiple ways:

- You can do it using Outlook – which is a program (app) that's actually installed and configured on your work computer (and it remembers your email password)
- Or through webmail – which is just a website (https://webmail.uabmc.edu) that requires your email username and password each time.

ANSWER:

How to add or alter a signature line:

Oddly enough, if you use both Outlook and webmail, you will need to set up signature lines for **each** of those, since they don't affect each other. (You can do copy and paste to make that easier).

For Outlook	Instructions are at https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2 (See 1 minute video at the bottom of that page)
For Webmail	https://webmail.uabmc.edu 1. Gear on top right ⚙ 2. [Options] 3. [Email signature] on left 4. And put what you want there.

BEST PRACTICES:

- The email signature is a vital tool in presenting UAB as a unified brand, and consistency supports this message.
- See preferred font, colors, etc at https://www.uab.edu/toolkit/uab-brand/templates/email-signatures
- 6 months ago, UAB changed its branding from "Knowledge that will change your world" to "UAB. Powered by will". **Therefore, please remove the old tagline from your email signature.**
- There are two templates for email signatures – the standard and the abbreviated version:

Standard	**Name	Title** Office/Department Name UAB	The University of Alabama at Birmingham BLDG Abbreviation Suite #	Mailing or Physical Address	Birmingham, AL ZIP P: 205.555.5555	yourblazerid@uab.edu uab.edu
Abbreviated	**Name	Title or Office/Department Name** UAB	The University of Alabama at Birmingham P: 205.555.5555	M: 205.444.4444 uab.edu

Here is an example of Justin Kamerow's email signature:

Justin A Kamerow, MBA, MPA, aPHR | Personnel Generalist
Division of Preventive Medicine | Department of Medicine
UAB | The University of Alabama at Birmingham
MT 505G | 1717 11th Avenue South | Birmingham, AL 35294-4410
P: 205.934.2370 | F: 205.996.1549 | **jkamerow@uab.edu**

uab.edu/medicine/dopm
UAB. Powered by will.

- Additional Guidelines:
    - You can use either the standard or abbreviated signature for your email.
    - Phone and email options can be changed as necessary to your preferred contact method (P-phone, O-office, M-mobile, F-fax, etc.)
    - The UAB logo or images should not be included in the signature.
    - Have the correct information in your signature; if you move, be sure to update it.

We'll be happy to assist with setting up your signatures.
Just let us know (dopmHelp@uabmc.edu or 934-7662), and we're happy to remote assist. It should only take a few minutes.