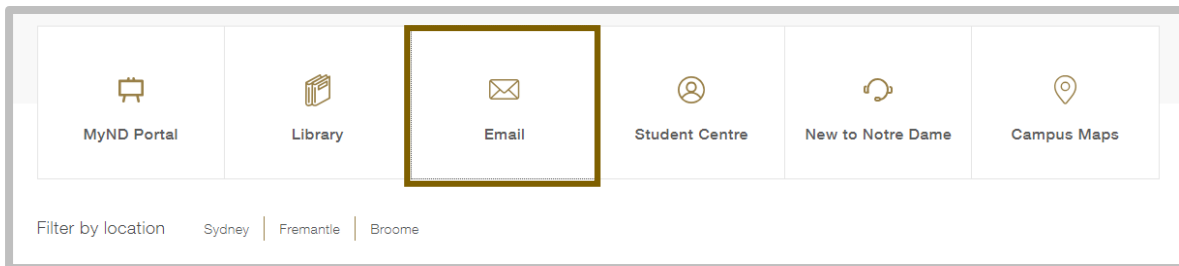


O365: Create an Email Signature

You can create your signature on your email and include the signature anytime you send an email.

1. Access the Students page on the ND website:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links



3. Enter your **Student ID** and password to access the portal.

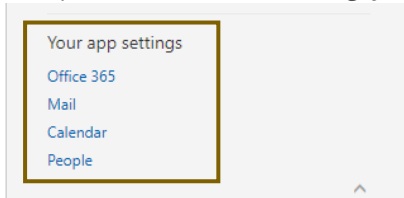
Username: 32001234

Password: Nd01021994

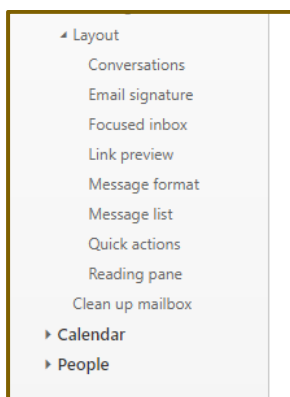
To access more options for your inbox click the **cog** icon



4. Click **Mail** under your *App Settings*
All options for customising your mailbox



5. Expand the **Layout** menu
6. Click on **Email Signatures**







7. Type your signature, and tick the required boxes if you would like to include the signature automatically to the outgoing message.


 Save  Discard

Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

 **B** **I** U **A** **A** **A** **A**   

Type your signature here



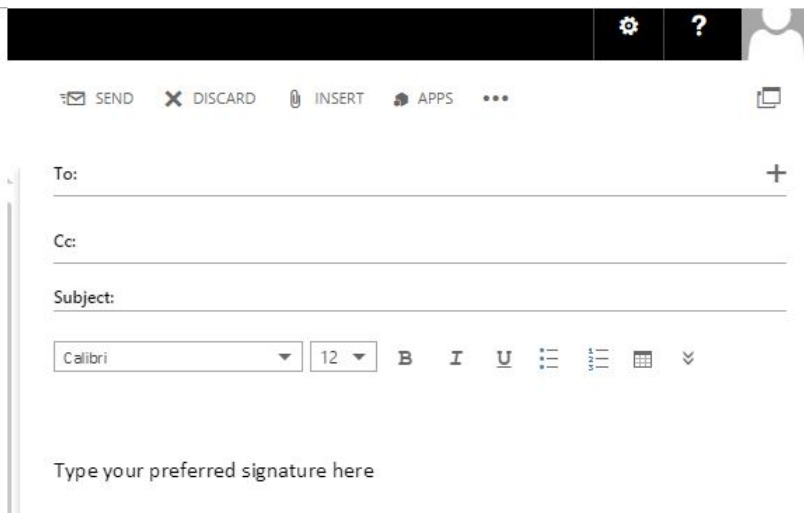
5. Click **Save**

 Save 

Email signature

6. Open a **new** message to see your signature

If you did not tick the box at step 4, the signature would not be displayed



Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0777
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au