


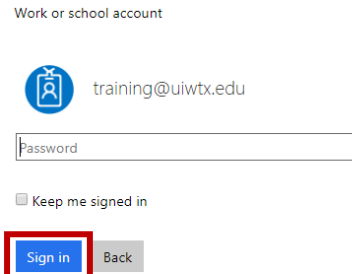


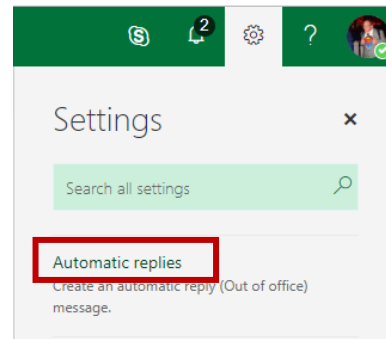
Outlook Mail features and functions

Create Out of Office Reply

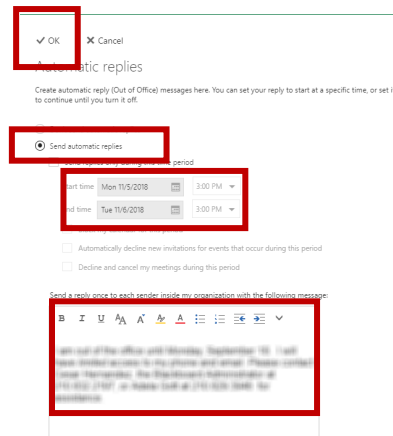
1. Go to <https://www.outlook.com/uiwtx.edu>
2. Login with your *UIW username and password*
3. At the top of the page, select the **waffle** 
4. Select **Outlook**  Outlook 






5. On the *upper right corner*, locate and click **Settings**
6. Click **Automatic replies**

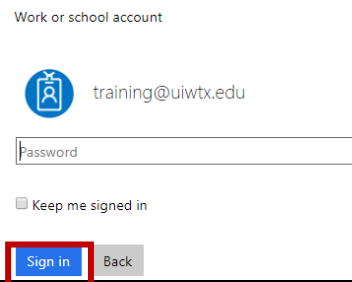


7. Click **Send Automatic Replies**
8. Set **start and end times**
9. Type the *out-of-office reply*
10. Click **OK**

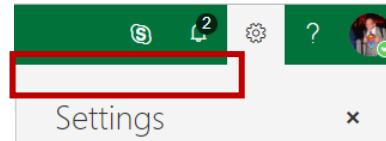


Create Email Signature

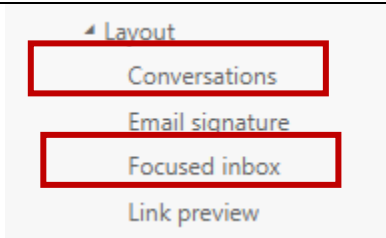
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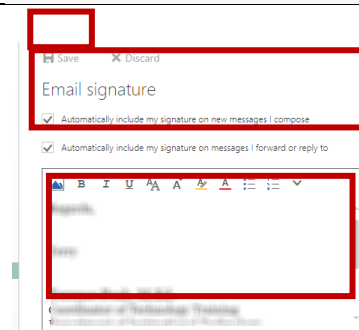
-
5. On the *upper right corner*, locate and click **Settings**



6. Scroll down to the bottom of the screen and click **Mail**
7. A new menu opens on the left side of the screen
8. Scroll down and click **Layout**
9. Click **Email Signature**



10. Click the **email signature checkboxes**
11. Add your email signature in the **space provided**
12. Click **Save**



Note:

Even if you have an email signature on you Outlook client mail, you must create an additional signature create one for Outlook 365 mail. In addition, you must create a signature for mobile devices using the Office 365 App.

All email exchanges must contain one of three approved signature options in the email string. The following options are available as official university signatures:

UIW e-mail signature #1: standard version, with logo:



name
title
college, school or department (if not evident from title) University of the Incarnate Word
4301 Broadway, CPO XXX
San Antonio, Texas 78209
210-XXX-XXXX (office phone)
XXX-XXX-XXXX (mobile phone, optional; may be used in lieu of office number)
Fax 210-XXX-XXXX (if used)
www.uiw.edu
Departmental Web Address (if desired)

UIW e-mail signature #2: standard version, without logo:

name

title

college, school or department (if not evident from title)

University of the Incarnate Word

4301 Broadway, CPO XXX

San Antonio, Texas 78209

210-XXX-XXXX

XXX-XXX-XXXX (mobile phone, optional; may be used in lieu of office number)

Fax 210-XXX-XXXX (if used)

www.uiw.edu

Departmental Web Address (if desired)

UIW e-mail signature #3: short version:

name

title

college, school or department (if not evident from title)

210-XXX-XXXX

XXX-XXX-XXXX (mobile phone, optional; may be used in lieu of office number)