Outlook Signatures – Custom SGS App

Staff Guide:

The Outlook Signatures app can be used to regenerate your Outlook signatures, based on your staff role details as held in iSAMS.

To run the app, you must be logged on to a pc on the school site:

- Go to Start icon (bottom left corner);
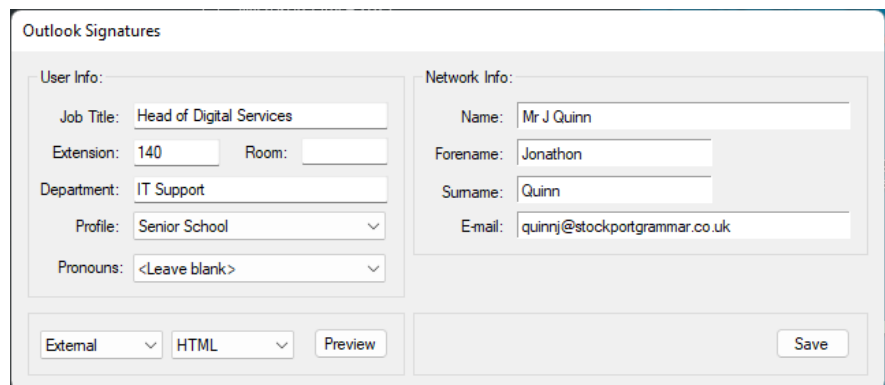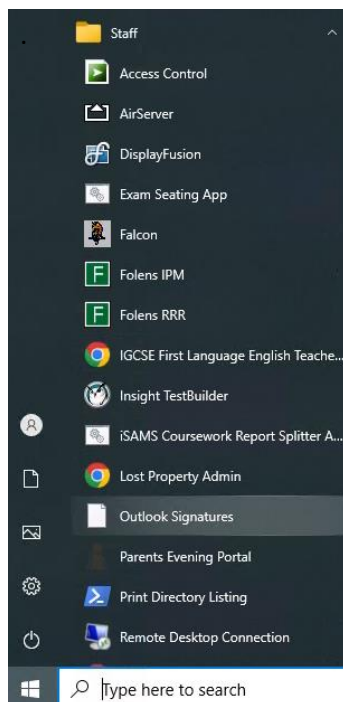- Scroll down to 'Staff' folder;
- Click 'Outlook Signatures'.

Within the app, simply amend any required details.

Note the addition of the new 'Pronouns' option.

To preview the new signatures, click 'Preview'.

To save the new signatures and close the app, click 'Save'

The new signatures will not show until you reopen MS Outlook

Once saved, the app will create four different selectable email signatures:

- **SGS External**
    - Contains main signature info but excludes internal telephone extension number.

- **SGS Internal**
    - Similar to SGS External but includes telephone extension number (if applicable).

- **SGS Internal (+msg)**
    - Identical to SGS Internal but also includes the following message:

Due to how I work, you may receive e-mails from me outside of normal working hours. Please do not feel any pressure to respond outside of your own working pattern.

- **SGS Pupil**
    - Slightly more minimal signature which only uses Staff display name (i.e. Mr J Quinn).

To view or edit your signatures from within Outlook, simply start a New Message and go to the Signature→Signatures menu option:
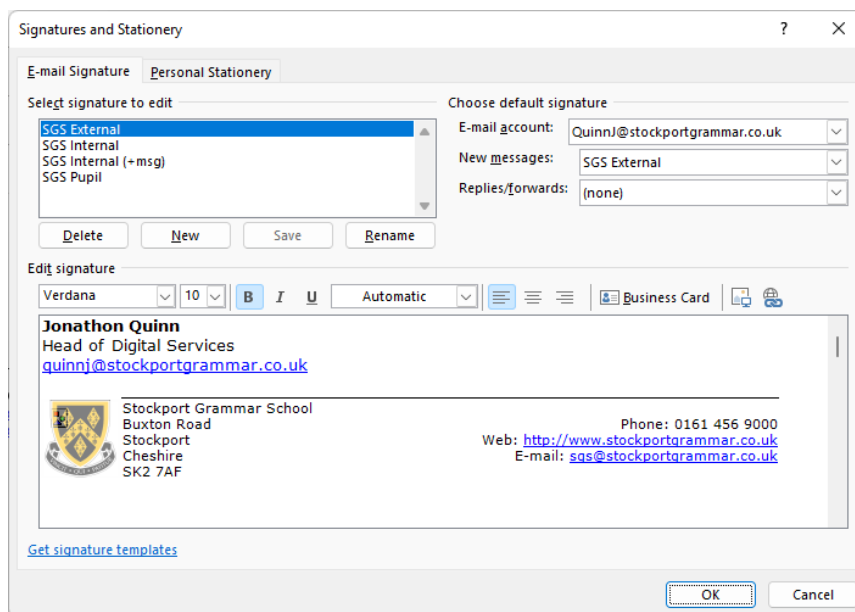
From here you can also set a default signature for any future new messages or replies/forwards.