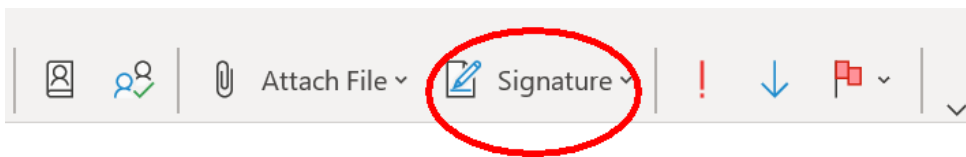


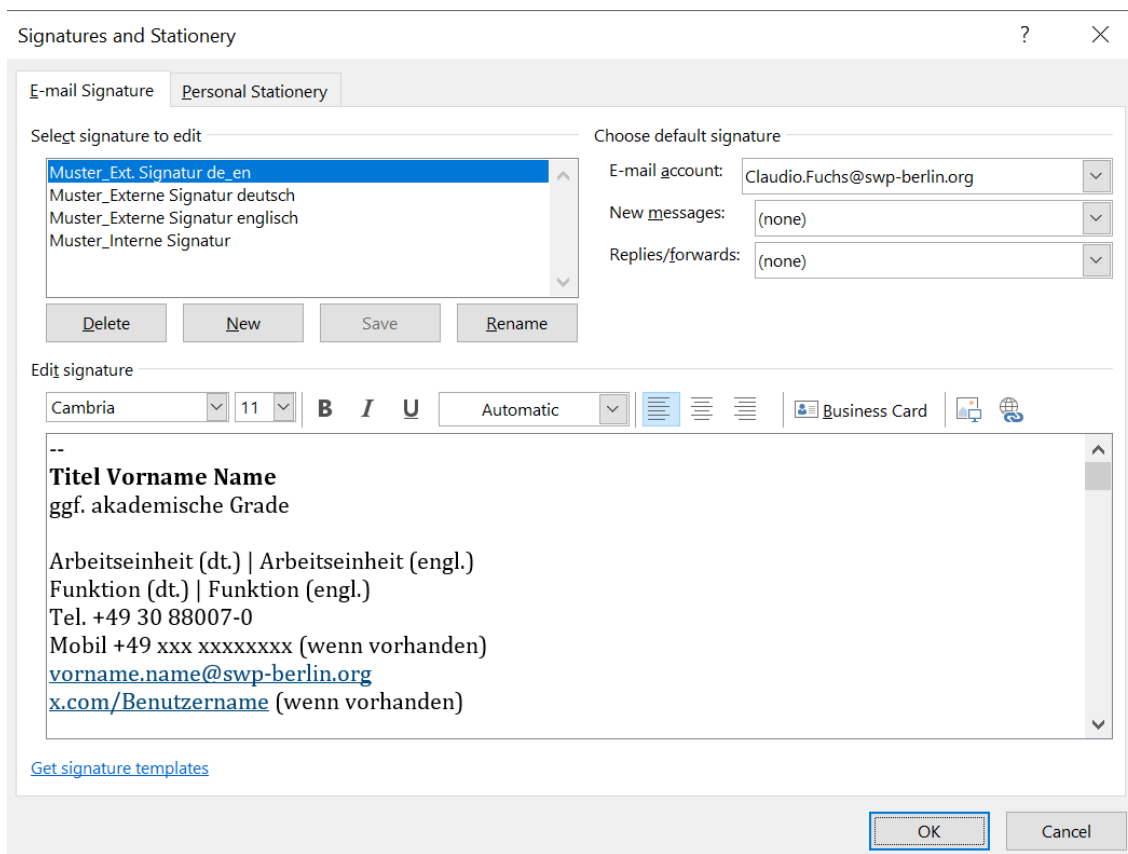
## Setting up e-mail signature(s) in MS Outlook

- Open Outlook.
- Click on “New email” in the top left-hand corner.
- Then click on “Signature” in the new window.



- Click on the lowest entry “Signatures” in the list that opens.
- In the following window you will see the four new sample signatures (along with your previously saved signatures) under “Select signature to edit”:

[Muster\\_Ext. Signatur de\\_en](#)  
[Muster\\_Externe Signatur deutsch](#)  
[Muster\\_Externe Signatur englisch](#)  
[Muster\\_Interne Signatur](#)

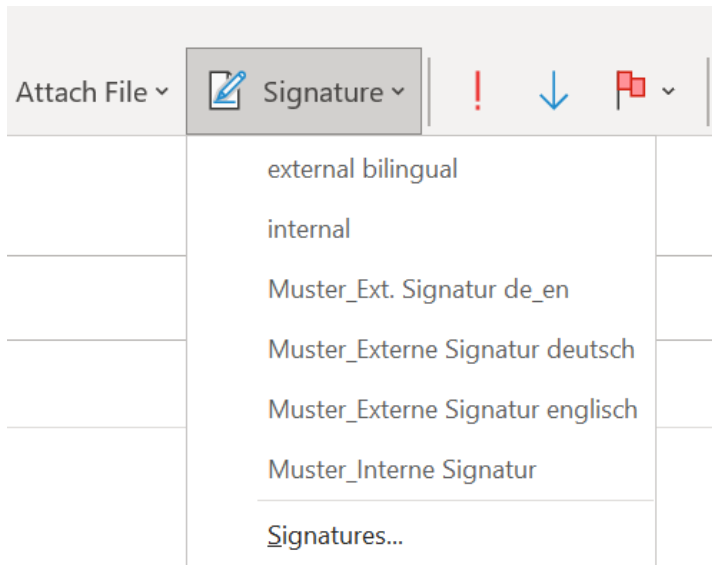


- You can use a German and an English signature or a combined signature (German and English) according to these four patterns. There is also an optional signature template for in-house communication.
- In the preview below, you can enter your data directly into the respective sample signature. Please do not change the font, font size or other markings. The sample signatures are already formatted to conform to the corporate design. Please also avoid transferring content by copy-and-paste from your previous e-mail signature and insert the content manually. Otherwise, old format specifications may be transferred.
- After filling in the sample signature, please click on the button “Rename”. **Please answer the question that appears with “Yes”.** In the “Rename signature” window that appears, give your selected sample signature a new name and confirm with the “OK” button.

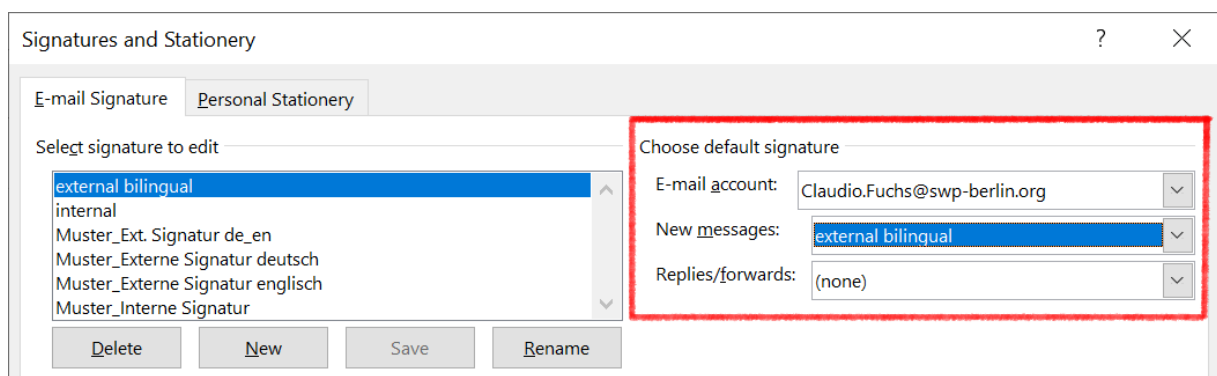


- As a result, the newly assigned designation also appears in the row of previous signature templates (“Select signature to edit”). Finally, confirm with the “OK” button at the bottom right to exit the menu. Your signature is now completely set up.
- Repeat this process for more sample signatures if necessary.
- **Note:** Setting up a signature as described requires overwriting the selected sample signature. After restarting your laptop, however, this sample signature is available again in its original form. However, the prerequisite for this is that a new designation has been assigned using the “Rename” function described.

- In the following example, two signatures have been newly created and named as shown:  
 external bilingual  
 internal



- When writing a new e-mail, you can easily choose between the newly created signatures by clicking on the signature symbol presented at the beginning.
- If required, you can also set a default signature for “New messages” and “Replies/forwards”:



## Setting up an email signature via Outlook Web Access

### Desktop

- Log in at <https://remote.swp-berlin.org/owa>
  - Click on the cogwheel symbol and then on “Options”
  - Select “Shortcuts”
  - Click on “Add email signature”
  - Check the first box “Automatically include my signature on new messages I compose” and optionally check the second box “Automatically include my signature on messages I forward or reply to”.
  - Paste your signature from MS Outlook into the text field using copy-and-paste.
- Note:** Only if you copy the signature text from the window in which you filled the sample signatures ("Signatures and stationery"), the CD-compliant formatting (font type, size and colours) will be completely adopted.
- Confirm with “Save”

The screenshot shows the Outlook Web Access interface. At the top, there is a navigation bar with a grid icon and the word "Email". Below this, the "Options" menu is open, showing a list of settings. The "Mail" section is expanded, and "Email signature" is selected. The main content area displays the "Email signature" settings. At the top, there are "Save" and "Discard" buttons. Below them, the title "Email signature" is followed by two checked checkboxes: "Automatically include my signature on new messages I compose" and "Automatically include my signature on messages I forward or reply to". A rich text editor is shown below, containing a sample signature for Claudio Fuchs. The signature text is: "Stabsstelle Kommunikation | Communications Department", "Assistent | Assistant", "Tel. +49 30 88007-249", and a blue hyperlink "claudio.fuchs@swp-berlin.org". The rich text editor includes a toolbar with icons for bold, italic, underline, text color, background color, and list creation.

**Unfortunately, setting up CD-compliant SWP signatures is only possible to a limited extent on smart devices.:**

### Smart Device (iOS or Android)

- Log in at <https://remote.swp-berlin.org/owa>
- Tap the hamburger menu (three stacked dashes).
- Tap the cogwheel symbol to go to “Options”.
- Select “Email signature”
- Place a tick by “Include a signature” (if not already present).
- Select “Use my signature from Outlook on the web”. This adopts the signature you have already set up for your laptop. Unfortunately, the CD-compliant formatting (font type, size and colours) is not adopted.
- **Note:** In order to be able to use this option, the previously described set-up for **Desktop** must have been carried out.
- Alternatively, you can select “Use a different signature” and enter your signature manually (or by copy-and-paste) in the field below.
- Confirm and save by clicking on “Done” (iOS) or on the “floppy disc icon” (Android).

