Creating a signature

Outlook 2003

Instructions for Outlook 2010 are available on the last page of this guide.

Email – Creating a signature

Queensland Health has a standard email signature block to ensure the consistent and professional presentation of emails.

Layout for Hospital and Health Services may vary, however, the only font that can be used is Arial and your signature block should include:

To ensure your signature block is up-to-date, go to the following link on QHEPS to view the current Signature block and then copy and paste the signature block provided into Outlook. Check to make sure that your font selection is Arial.

If you require additional information, the current Queensland Health editorial style guide is available on QHEPS.

If you require any further assistance—please contact the InfoService Centre by phoning 1800 198 175 or register a service request via the Self Service Centre.

Please refer to the steps over the page to set up your signature in Outlook.
Creating your signature

1. From your Microsoft Outlook Inbox click on Tools
2. Select Options from the drop-down menu
3. Click on the Mail Format tab
4. Click on Signatures button
5. Click on the **New** button
6. Enter a **name** for your signature and ensure the **Start with a blank signature** option is selected
7. Click **Next**

8. Copy and paste the current **Signature block** template into the blank text box and update with your contact details. Check to make sure that your font selection is Arial.
9. Click **Finish**

**Note:** Check the **Preview** box to ensure your Auto-signature details are correct.
10. Click OK
11. Decide if your Signature will be applied to new messages and/or replies and forwards – refer to page 2
12. Click OK to finish.

**Outlook 2010**

- Click on the **File Tab**
- Click on **Options**
- Click on **Mail**
- Go to Create or modify signatures for messages and then Click on the **Signatures** button to add a new signature or edit an existing signature.
- Go to the following link on QHEPS to view the current **Signature block** and then copy and paste the signature block provided into Outlook. Check to make sure that your font selection is Arial.

**Do you have double line spacing when replying or forwarding emails?**

This issue may be caused by the formatting in your signature block.

To correct this issue you will need to replace the ‘Enters’ in your signature with ‘Shift + Enters’. So instead of pressing ‘Enter’ to go to the next line of your signature block, you will need to hold down the ‘Shift’ key and then press ‘Enter’.

This will remove the formatting that causes replies and forwards to have double line spacing.