## Sartorius Webmail - How to Insert Your Email Signature

1. Open your browser, go to <u>webmail.sartorius.com</u> and log in to your account

2. Click on the gearwheel symbol at the top left to open the settings



3. Go down to the bottom and select "View all Outlook settings"

	Reading pane
	<ul> <li>Show on the right</li> </ul>
	O Show on the bottom
	◯ Hide
	View all Outlook settings 🛛
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4. Select "Mail" and "Compose and reply"

Settings	Layout
🔎 Search settings	Compose and reply
General	Attachments
🖂 Mail	Rules
🛅 Calendar	Sweep
g <sup>R</sup> People	Junk email
View quick settings	Customize actions
' '	Sync email
	Message handling
	Forwarding
	Automatic replies

## 5. Insert your email signature according to the email signature guidelines and select

"Automatically include my signature on new messages that I compose"

## **Email signature**

Create a signature that will be automatically added to your email messages.



## 6. Save your settings by clicking on the "Save" button

Save	Discard
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