RUTGERS

EMAIL SIGNATURE CREATOR GUIDE

Logging into the Email Signature Creator

Use your NetID and password to sign into the system at:
https://snap.rutgers.edu/apps/email_signature/

Creating an Email Signature

1. Once you are logged in, click "Add Signature" to create a new email signature.

2. Under "Signature Info," select the template for your unit from the drop-down menu. Alternatively, you can select the template for "Rutgers" or "Rutgers, The State University of New Jersey." Templates exist for all schools and main offices of the university. Individual unit or department templates are not available.

3. Click the "Description:" field to enter a descriptive title for the signature. The text you enter will become the name of the signature that you are creating.

4. To the right of each field is a checkbox. When the checkbox is selected, the field will be included in the signature. You can select or deselect the fields as you wish.

5. Preview the signature types in the boxes at the bottom of the page. A plain text signature is to the left, and an HTML signature with the appropriate Rutgers mark is to the right. Click "Save" to save the newly created email signatures.

Adding a Signature to an Email Client

1. After logging into the Email Signature Creator, select the signature that you wish to add to an email client from the signatures list in the dashboard window.

2. Scroll down to the preview boxes. You can choose a plain text signature (left preview box) or an HTML signature with the appropriate Rutgers mark (right preview box). If you want to use a **plain text signature**, then select the "Copy to Clipboard" button in the "Plain Text Signature" preview box on the left. If you want to use an **HTML signature**, go to the preview box on the right and select the appropriate email client in the "Choose Email Client" drop-down menu. After the email client is selected, click the "Copy To Clipboard" button.

3. Paste the signature into your email client's signature section. Note: the Rutgers mark may appear indented in the signature preview, but it will be left-aligned in sent emails. Before saving, you can add additional information, such as social media links or book titles, to your signature.

4. Set the email client to have the new signature to automatically added to your emails.

Questions? Email: contactus@ucm.rutgers.edu