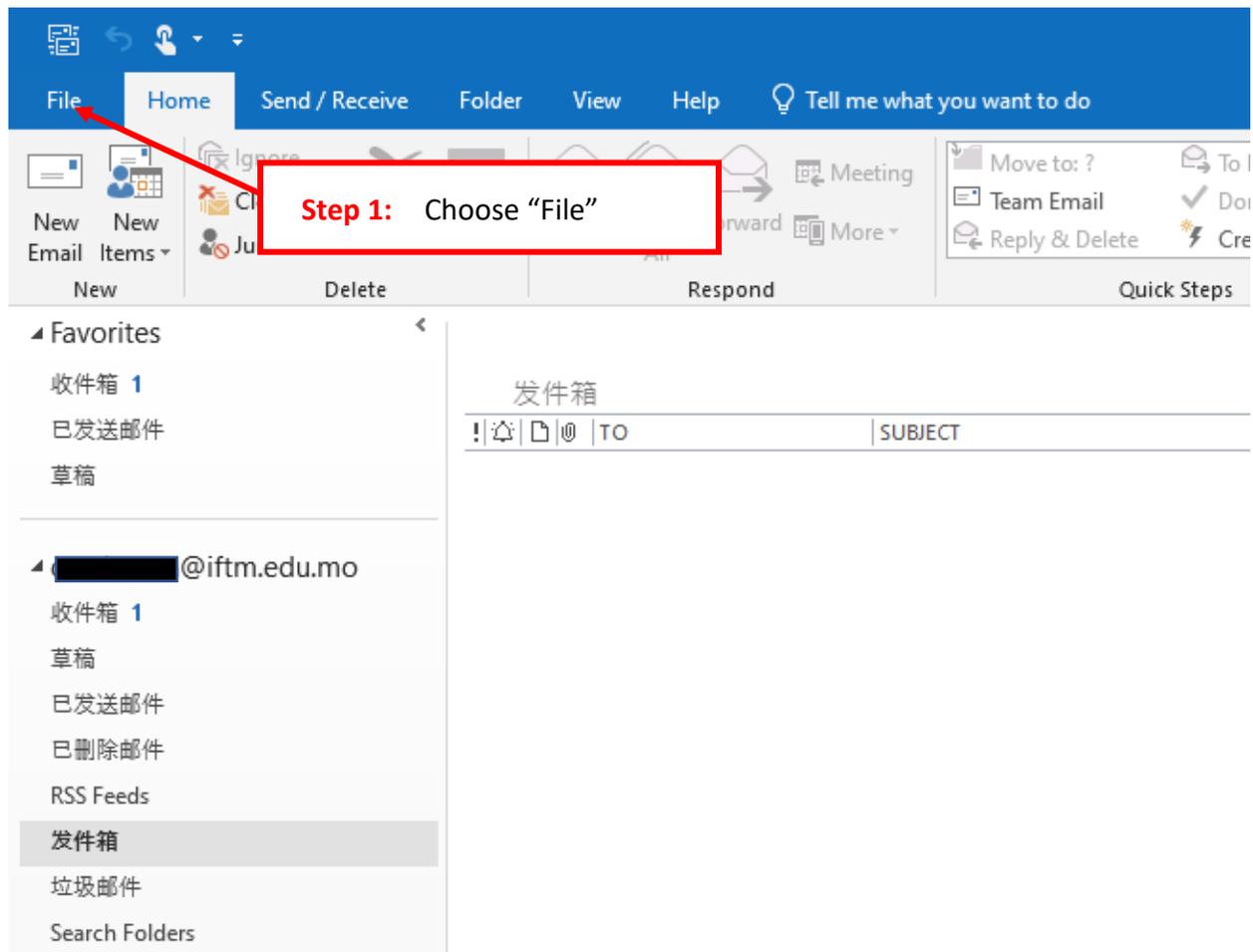


## How to Create Email Signature

First, **HIGHLIGHT** and **COPY** the Email Signature (this version is updated in Oct 2022):



Open Microsoft Outlook:





Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

# Account Information

 [Redacted]@iftm.edu.mo  
Microsoft Exchange

+ Add Account

  
Account Settings ▾

## Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://emailweb.iftm.edu.mo/owa/>
- [Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.](#)



[Change](#)

**Step 2:** Choose "Options"

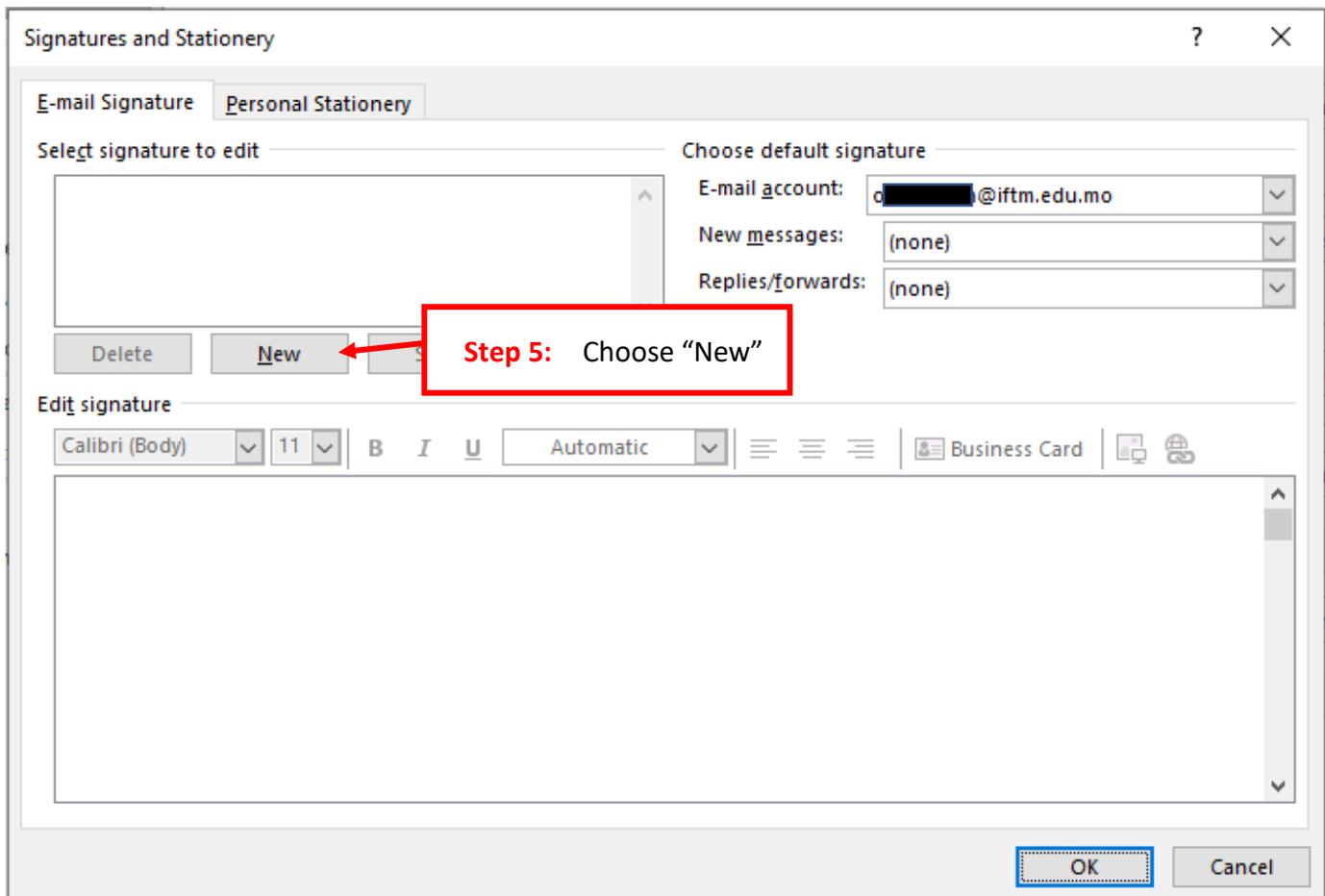
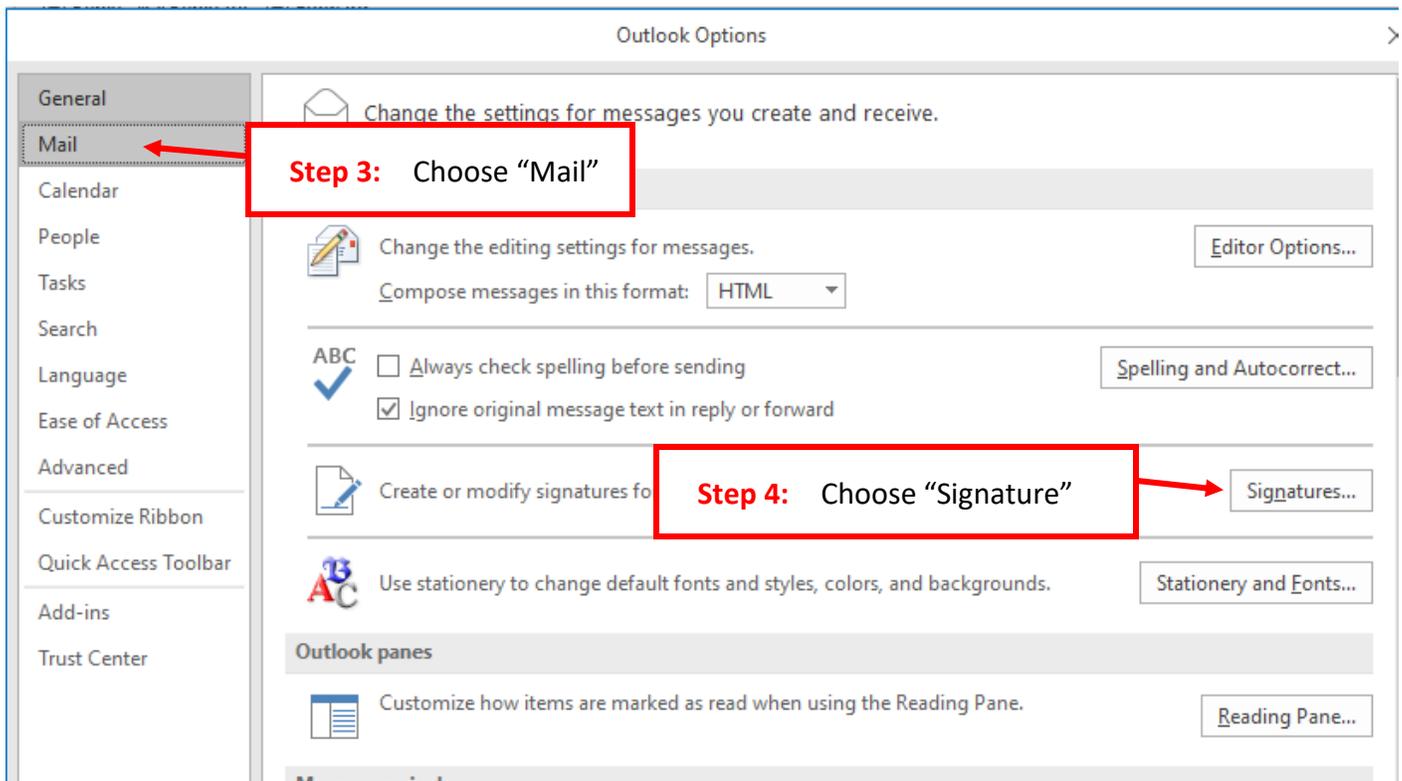
  
Replies

  
Tools ▾

## Mailbox Settings

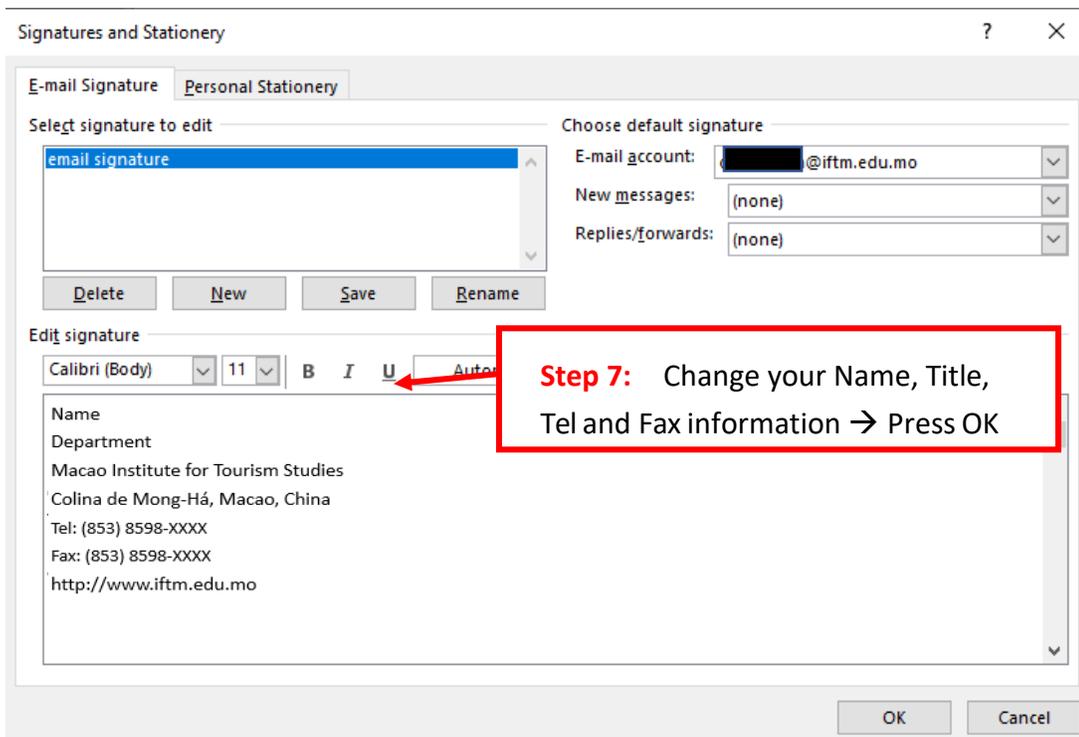
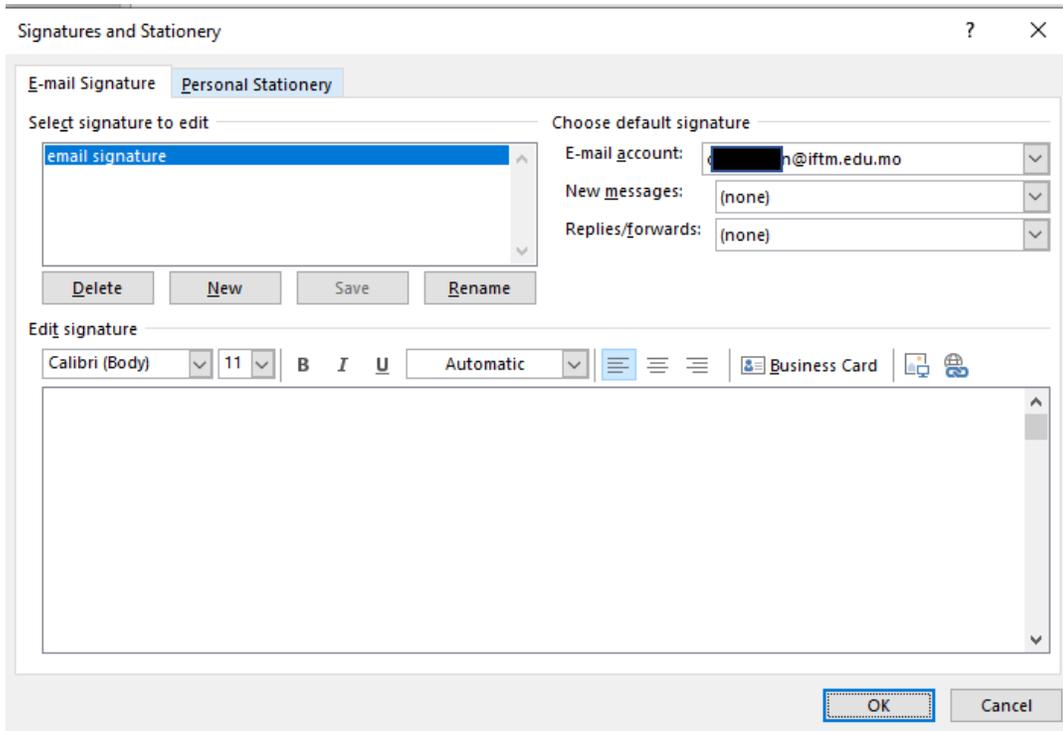
Manage the size of your mailbox by emptying Deleted Items and archiving.

- 3.97 GB free of 4 GB

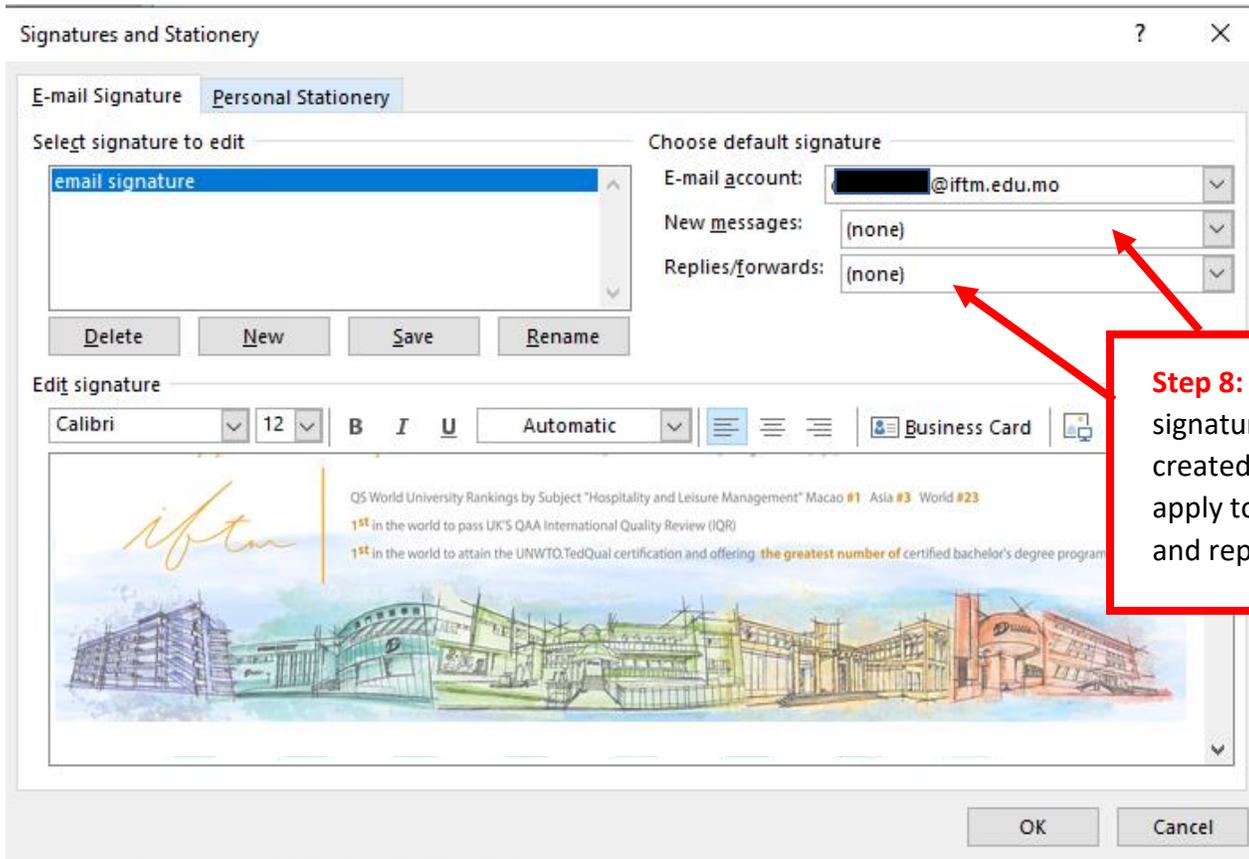




**Step 6:** Create a name → Press OK



**Step 7:** Change your Name, Title, Tel and Fax information → Press OK



Should you need further assistance, please feel free to approach our Service Desk.  
(Email: [it-servicedesk@iftm.edu.mo](mailto:it-servicedesk@iftm.edu.mo), Tel: 8598 3120/8598 2072)