

Create an Email Signature in CQUni Mail for CQUniversity Students

Students can create an **email signature** that will appear at the end of all outgoing messages.

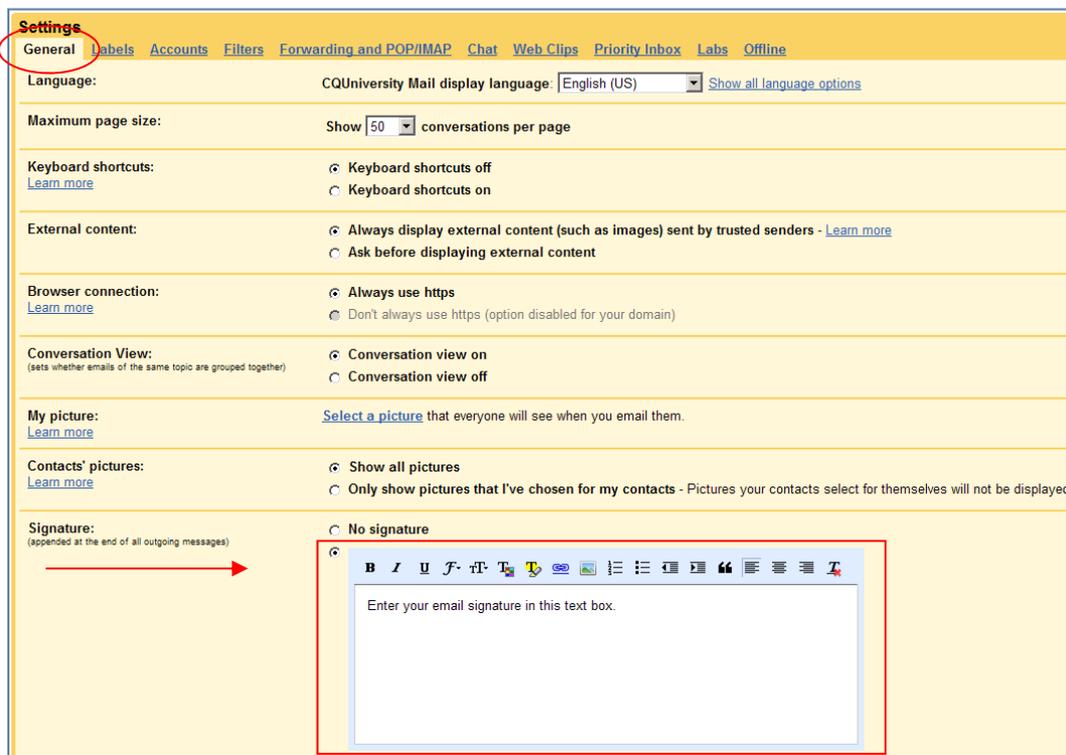
1. Open your CQUniversity Mail account and click on the **"Settings"** option located in the top-right corner of the window.



2. Select the **"General"** tab and scroll down to **"Signature"** section.
3. Enter your email signature in the text box. For example, students should include their:
 - Full Name
 - Student number
 - Mode of study
 - Contact phone numbers
 - Campus (if applicable)

Students can use the options to format the text, add links and images.

4. Once you have finished adding the email signature, scroll to the bottom of the page and click **"Save changes"**. Click **"Discard"** to cancel any changes.



Settings

General | Labels | Accounts | Filters | Forwarding and POP/IMAP | Chat | Web Clips | Priority Inbox | Labs | Offline

Language: CQUniversity Mail display language: English (US) [Show all language options](#)

Maximum page size: Show 50 conversations per page

Keyboard shortcuts: Keyboard shortcuts off Keyboard shortcuts on [Learn more](#)

External content: Always display external content (such as images) sent by trusted senders - [Learn more](#) Ask before displaying external content

Browser connection: Always use https Don't always use https (option disabled for your domain) [Learn more](#)

Conversation View: Conversation view on Conversation view off (sets whether emails of the same topic are grouped together)

My picture: [Select a picture](#) that everyone will see when you email them. [Learn more](#)

Contacts' pictures: Show all pictures Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed. [Learn more](#)

Signature: (appended at the end of all outgoing messages)

No signature 

Enter your email signature in this text box.