



## USD E-Mail Signature USD Webmail Tutorial

Developed by USD's Tech Support Center  
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1. Open a browser such as Internet Explorer, Firefox, Netscape or Safari and go to the following Web address (URL):

<http://mail.sandiego.edu>



2. Log in using your MySanDiego username and password.



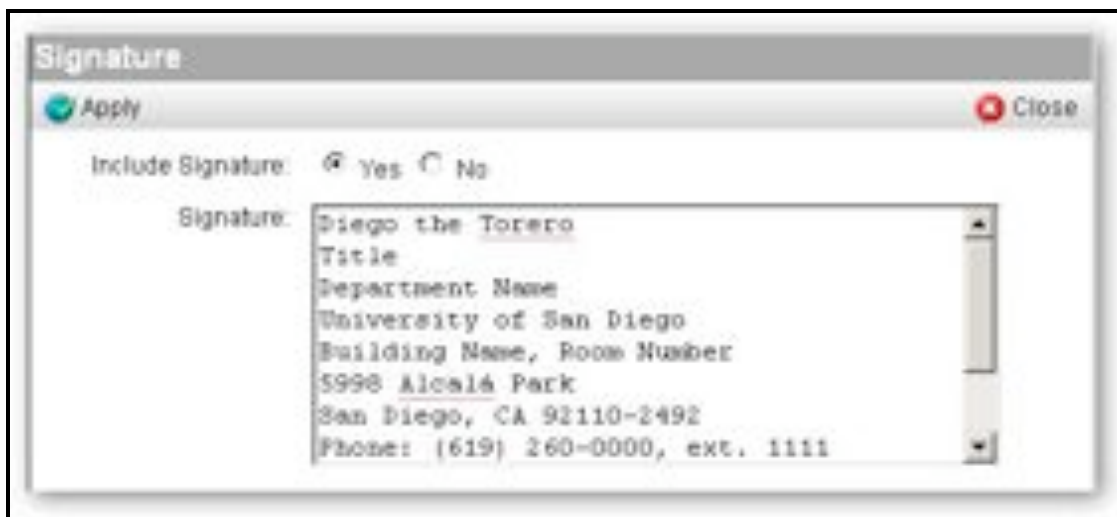
3. Click the **Options** link in the top right corner of the page.



4. When the **Options** window opens, click on **Signature**.



5. Select the "yes" radio button in the **Include Signature** field.



6. Type your contact information in the textbox following the template below:

**Diego the Torero**

Title

Department Name

University of San Diego

Building Name, Room Number

5998 Alcalá Park

San Diego, CA 92110-2492

Phone: (619) 260-0000, ext. 1111

Fax: (619) 260-0000

[diegothetorero@sandiego.edu](mailto:diegothetorero@sandiego.edu)

[www.sandiego.edu](http://www.sandiego.edu)

- Please note that USD Webmail has no formatting options available for the signature. USD's Marketing & Creative Services department advises that the signature be in a particular font (Arial), size (10) and color (Navy), but you will not be able to follow this formatting in the mail client online.

7. Once you have finished typing your information, click **Apply**.



8. Close out of the **Options** window and can resume using USD Webmail for reading and responding to messages. The next time you compose a new message, you will see your new signature appear automatically within the content window.