



## Student Email Signature Template

Please use the email signature template below for all communications with our Professional Experience Team and your placement School, Mentor and Supervisor.

This will ensure a professional approach when you are communicating throughout your Professional Experience.

It will also help the Professional Experience Team triage your email in a timely manner.

Please create your details in the signature below and add it as your Curtin email signature.

STUDENT NAME

Pre-service Teacher

Student Number

Course Name | Current Placement Unit

OUA/Curtin Perth (Choose One)

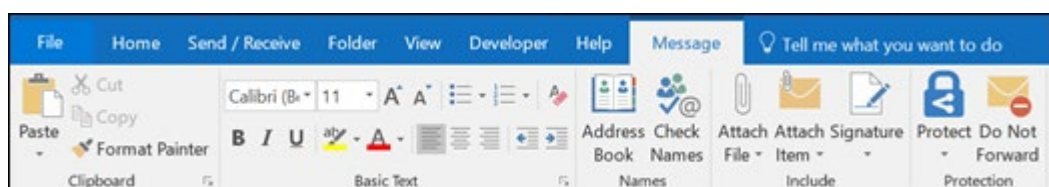
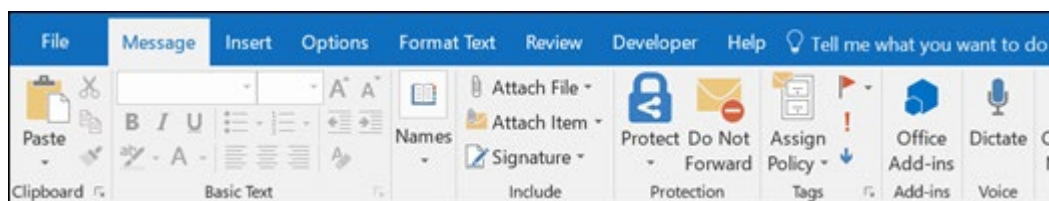
Mob | xxxx xxx xxx

Curtin Email | [xxxxxxxx@student.curtin.edu.au](mailto:xxxxxxxx@student.curtin.edu.au)

## **To Create and add a signature to messages**

If you want to see how it's done, [go directly to the video below](#) or follow the following:

1. Open a new email message.



- Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
- Under **Edit signature**, compose your signature.

STUDENT NAME

Pre-service Teacher

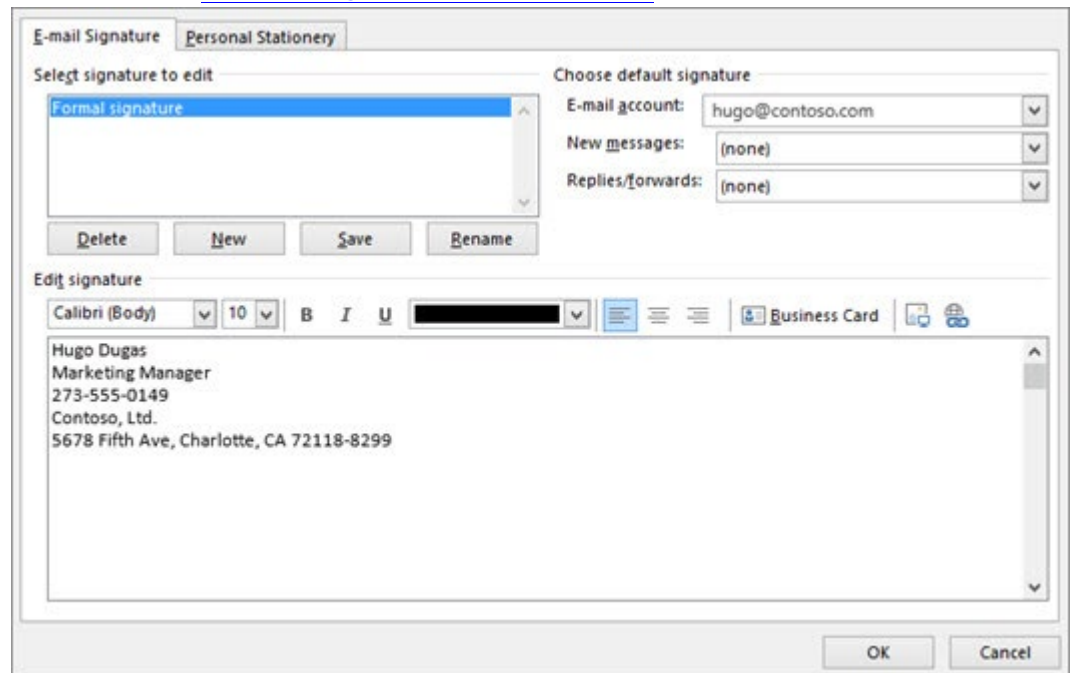
Student Number

Course Name | Current Placement Unit

OUA/Curtin Perth (Choose One)

Mob | xxxx xxx xxx

Curtin Email | xxxxxxxx@student.curtin.edu.au

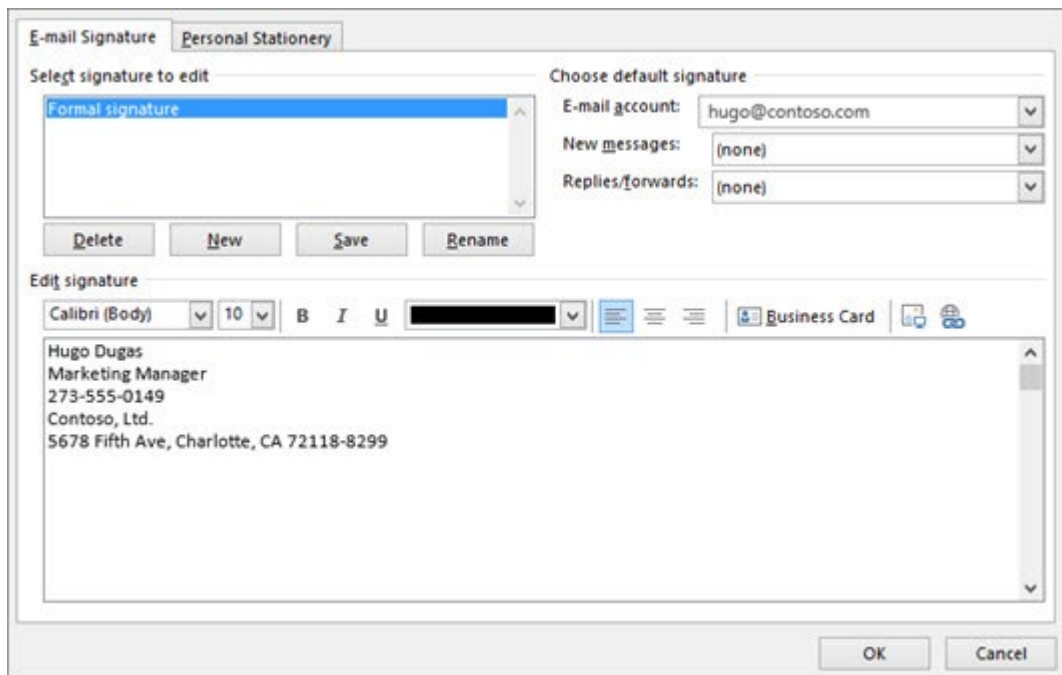


- Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).



6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.
1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.