

Student Email Signature

An email signature is more than just a name at the bottom of a message. It's a key element of **professional communication**. Here's why it matters:

1. **Establishes Professionalism**
Including your full name, program, and contact details shows that you take your communication seriously and are prepared for professional interactions.
2. **Builds Credibility**
A clear signature helps recipients identify who you are and your role, which adds trust and clarity to your message.
3. **Creates a Positive First Impression**
Employers, instructors, and placement supervisors often judge professionalism through written communication. A well-structured signature signals respect and attention to detail.
4. **Provides Easy Contact Information**
It ensures that anyone reading your email can quickly reach you without searching for your details.

Steps to Creating Your Email Signature

- 1 From your Outlook desktop or web version,
- 2 Click on File
- 3 Click Options
- 4 On the left-hand side, click on Mail
- 5 Click on Signatures
- 6 Your Seneca email address will be displayed on the email account
- 6 Select a new signature from the right
- 7 Type a name for this signature. It is recommended to use your first and last name
- 8 Under edit signature, use sample below
- 9 Choose your default signature
- 10 Select your new email signature for new messages and replies/forwards
- 11 Click Ok
- 12 Click Ok again to get out of the options screen
- 11 Click Ok

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