

Signature 365 - Setup A New User (or shared mailbox) With Email Signatures

To Setup a New User with email signature

Theoretically (as far as I understand) all that needs to be done for a new user to get email signatures is for them to be assigned a 365 license and then they will automatically be added to the ***Signature_Users*** group . This group is a dynamic group and only users who are assigned a 365 mail enabled license will be members.

This group also is used to distribute the Signature 365 Apps. Signature 365 has the Outlook Add-in and Web App. Both should be distributed automatically once the user is a member of the ***Signature_Users*** group


Signature 365 pulls information for the email signature from the AD user setup

- ***Full Name*** is taken from Display Name field in AD
- ***Job Title*** is taken from Title field in AD
- ***Email*** is taken from Email field in AD
- ***CompanyName*** is taken from Company field in AD
- ***Mobile is taken*** from Mobile field in AD
- ***Phone*** is taken from Telephone Number field in AD
- ***ExtensionComment*** is taken from ??? field in AD

Mitch Fraser Properties ? X

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	

General Address Account Profile Telephones Organization

 Mitch Fraser

First name: Initials:

Last name:

Display name:

Description:

Office:

Telephone number:

E-mail:

Web page:

Mitch Fraser Properties ? X

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	
General	Address	Account	Profile
	Telephones	Organization	

Job Title: Acting Information Technology Manager

Department: Business Services - Information Technology

Company: Puffing Billy Railway

Manager

Name: Stefanie Straub

Change... Properties Clear

Direct reports:

- David Diamond
- Dylan Healey
- Jens Neelsen
- John Szota
- Josh Casey
- Keegan Hunt

OK Cancel Apply Help

User: LL Support Specialist

Mitch Fraser Properties

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile		COM+
General	Address	Account	Profile
Telephones		Organization	

Telephone numbers

Home: Other...

Pager: Other...

Mobile: Other...

Fax: Other...

IP phone: Other...

Notes:

OK Cancel Apply Help

The users email signature will then look like

Mitch Fraser

Acting Information Technology Manager

Puffing Billy Railway

P: 03 9757 0791 **M:** 0493 523 328 **E:** mitch.fraser@pbr.org.au



For Urgent IT Support enquiries, dial 0455 954 694

New Shared Mailbox Signature

Shared mailboxes that are part of the 365 Group **Signature Groups**, will also be allocated a signature. This group is not dynamically assigned and shared mailboxes must be manually added to the group.

Shared mailbox signatures are applied to emails when a email is sent from a shared mailbox.

These are formatted slightly differently, they include the following information

- **Sender.FullName** is taken from the users Display Name field in AD
- **Sender.Jobtitle** is taken from the users Title field in AD
- **CompanyName** is taken from the shared mailbox Company field in AD
- **Phone** is taken from shared mailbox Office Phone field which can be found in Exchange Admin (select the mailbox, click on manage contact information, then expand contact information and enter the phone number you want displayed in the shared mailbox signature under *Office Phone*). If there is nothing in that field the default phone number (03) 9757 0700 is automatically used
- **Email** is taken from the shared mailbox email field in AD



Edit contact information

Display name *

Alias

User ID

[^ Contact information](#)

Job title

Department

Office

Office phone

Mobile phone

Save

The shared mailbox signature will look similar to this example from Functions Mailbox (*in this case no phone number has been found in the 'office phone' field so the default phone number has been used*)

David Diamond

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Puffing Billy Railway

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