



Finance Division Email Signature Feedback Button Setup

Update via Outlook client

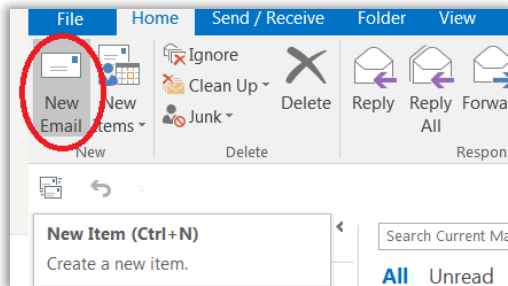
Update via Office365



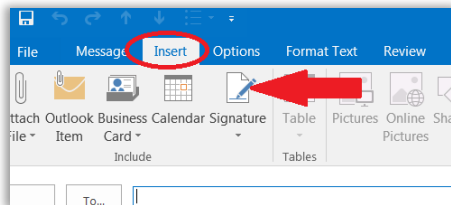
Self-service instructions in Outlook Desktop client:

Note: If you would prefer, don't hesitate to contact the [F&A IT team](#) and they can walk you through this.

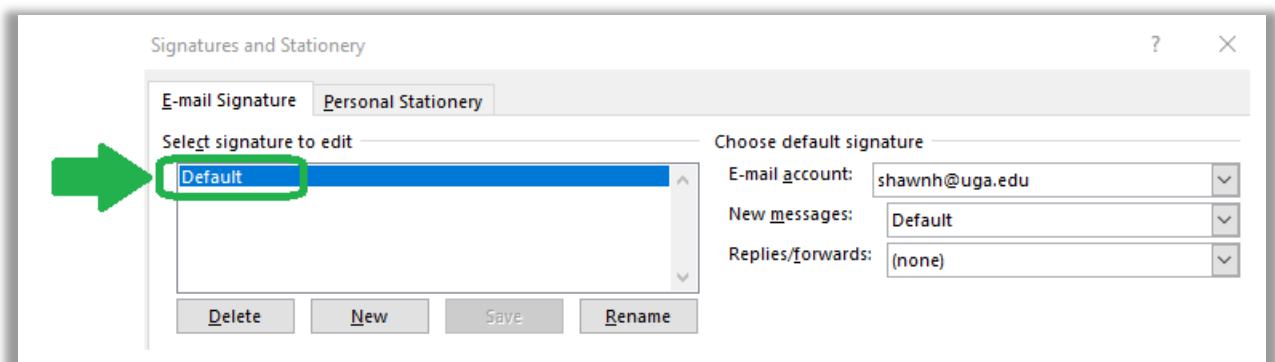
1. Open a **new email** as though you were composing a new message.



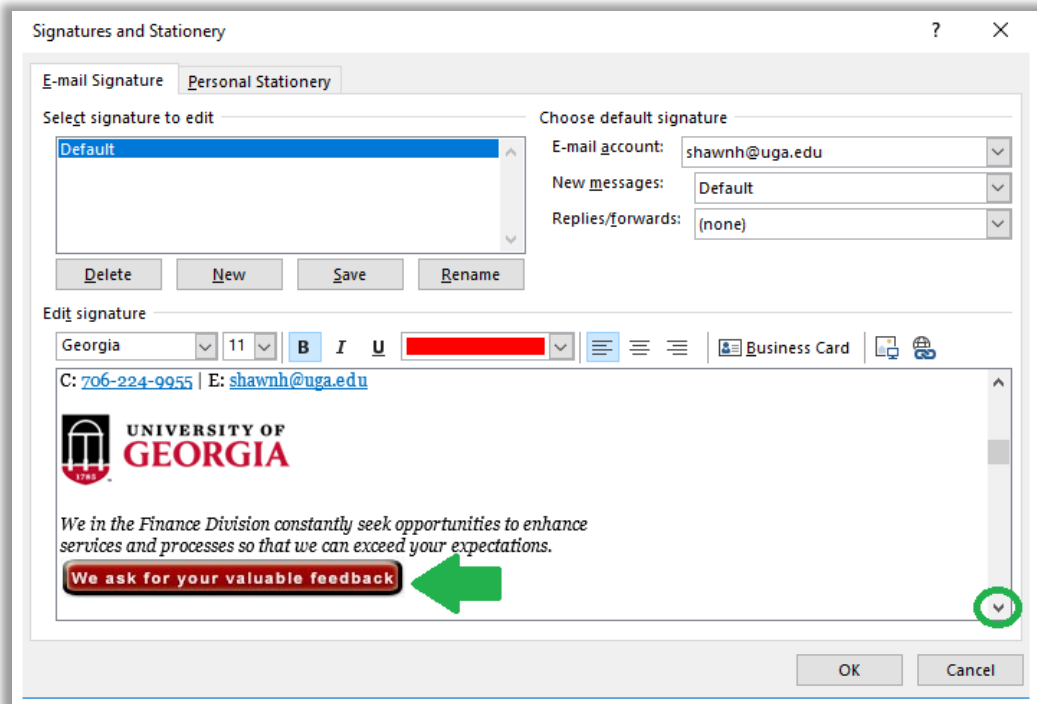
2. Click on the **insert** tab and select **signature**.



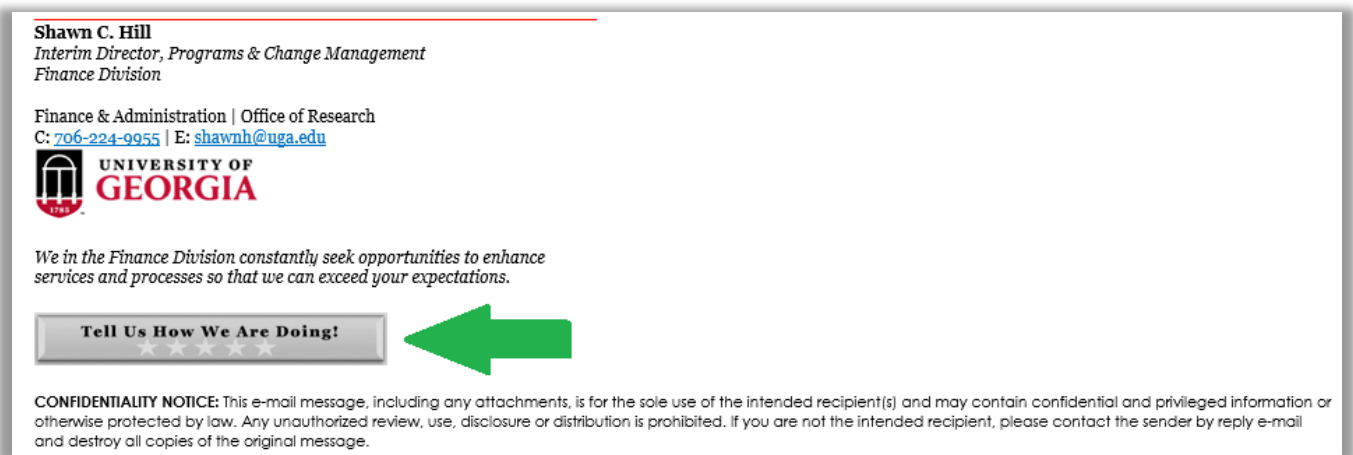
3. From the drop-down menu, select **signatures**.
4. Select the current signature you are using from the list. There may be just one listed here.



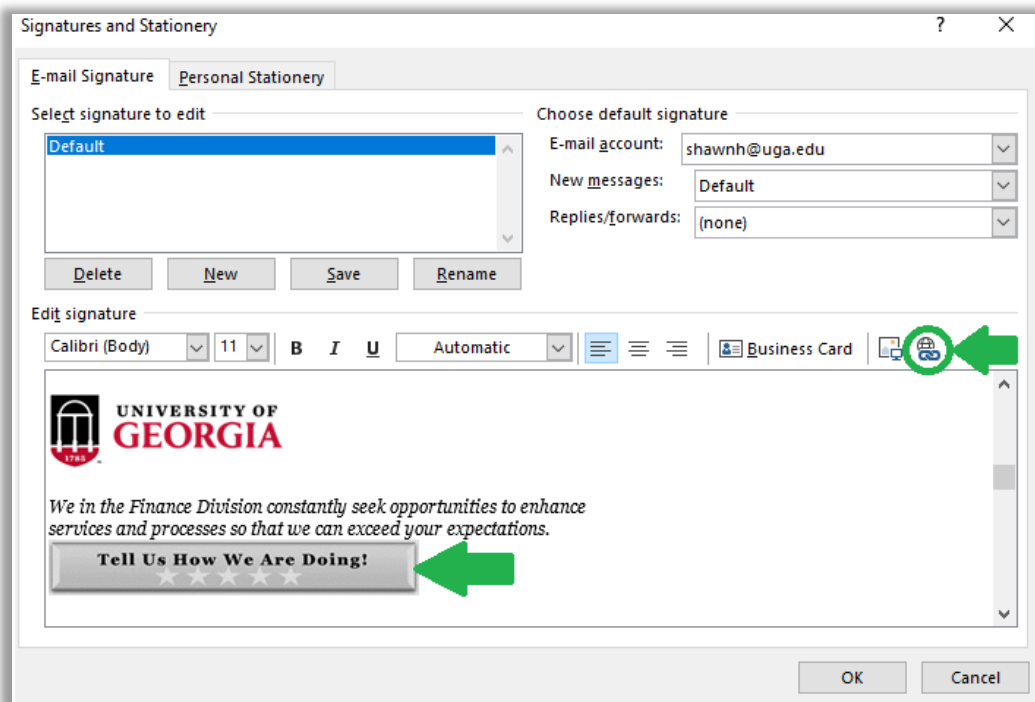
5. Scroll down until you can see your feedback button. (Note that you will have to use the down arrow in the bottom-right corner to scroll here.) **Click on the feedback button** to select it, then click **delete** to remove the button.



6. Use **Ctrl+C to Copy** the new button below, and **Ctrl+V paste** it into your signature line where the old button was. Please put this directly under the “We in the Finance Division...” language and before the confidentiality statement at the bottom.

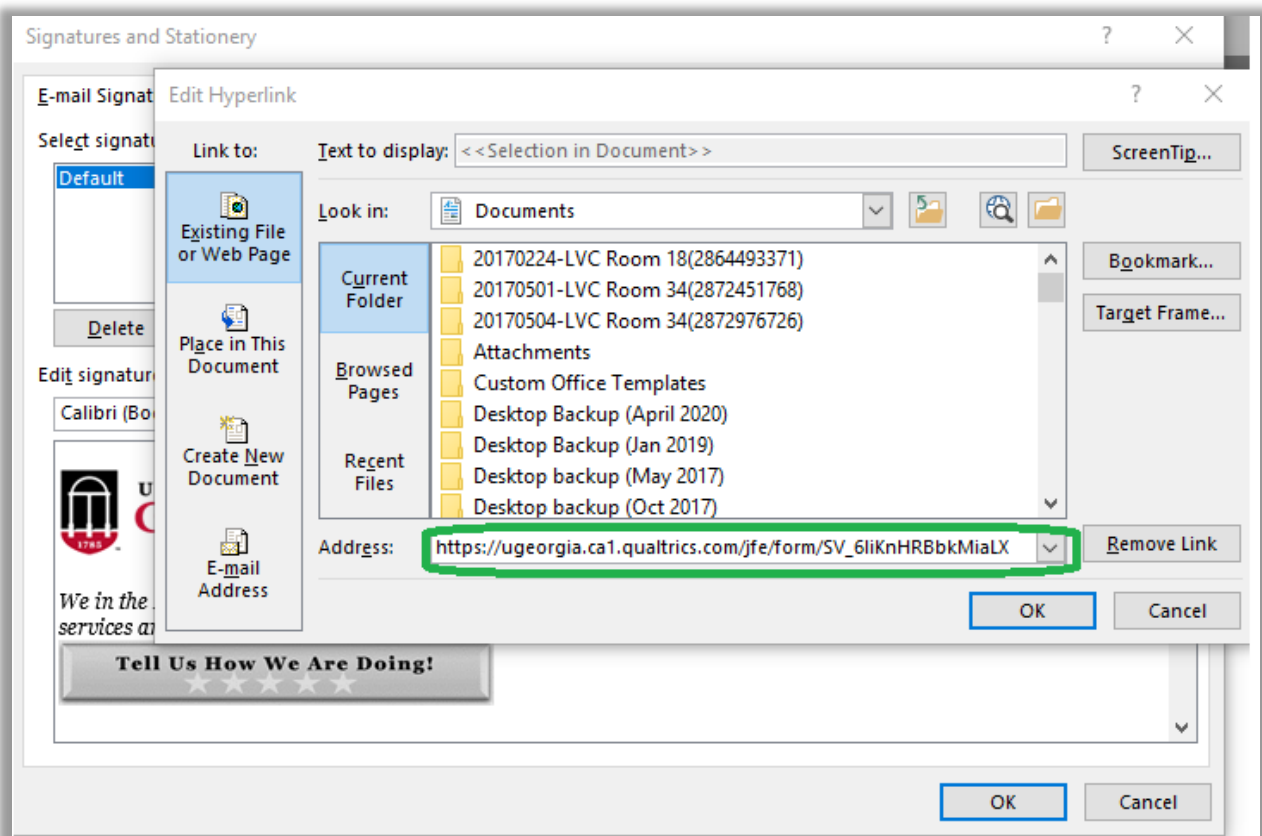


- Click on the new button to select it, then click **edit hyperlink icon** on the right side of the screen.



- If the following URL is not already populated, copy/paste it into the address field.

https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_6liKnHRBbkMiaLX




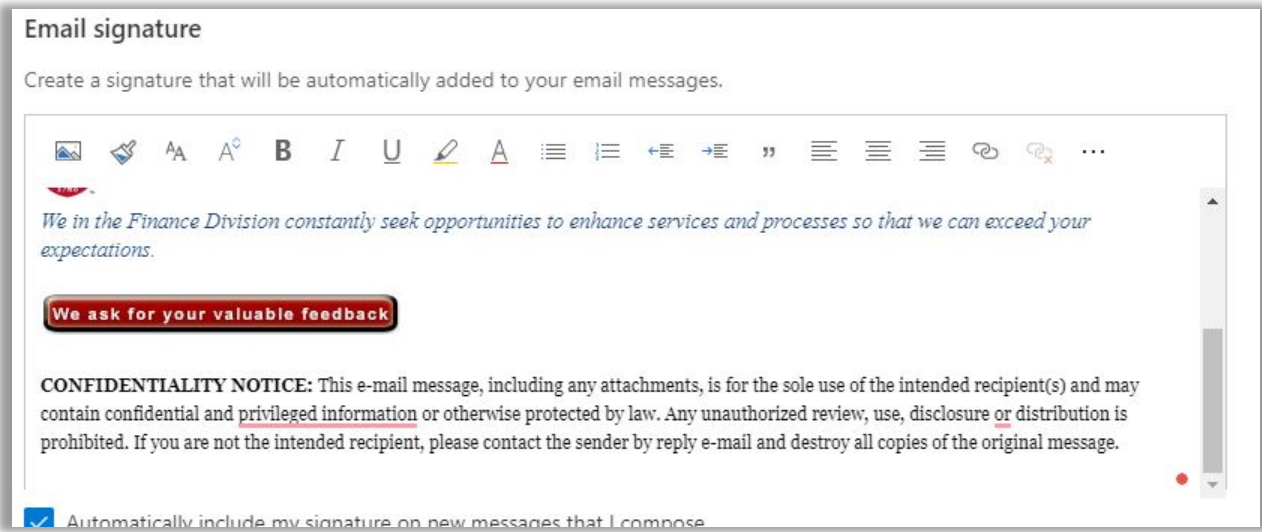
- Click "OK" twice and you're done!

- For assistance at any time, don't hesitate to contact the [F&A IT team!](#)

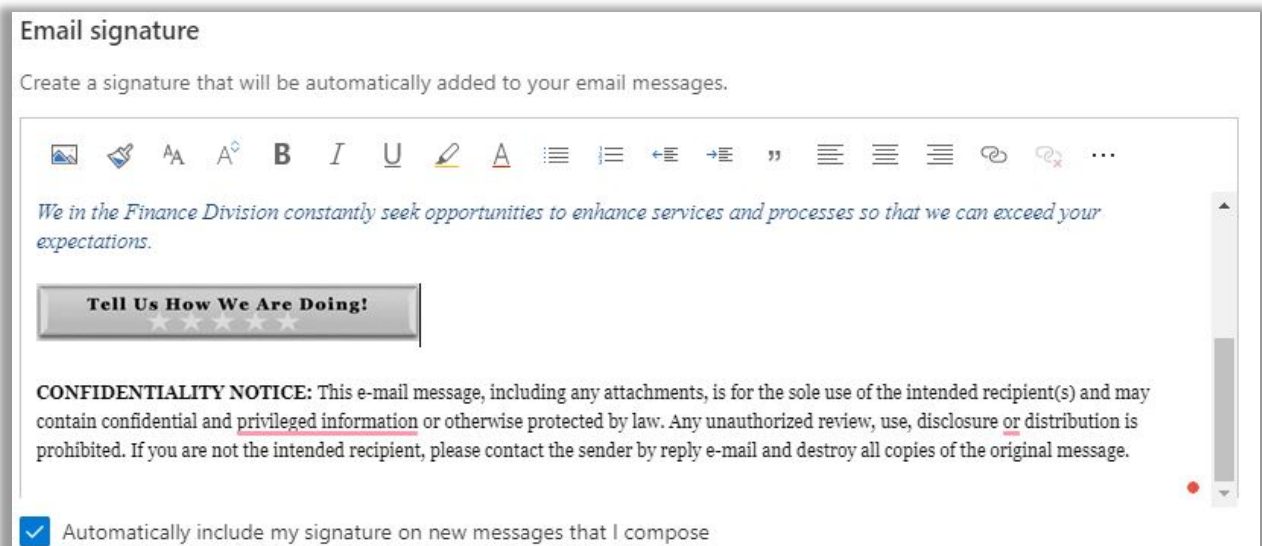
Self-service instructions in Office 365:


Note: If you would prefer, don't hesitate to contact the [F&A IT team](#) and they can walk you through this.

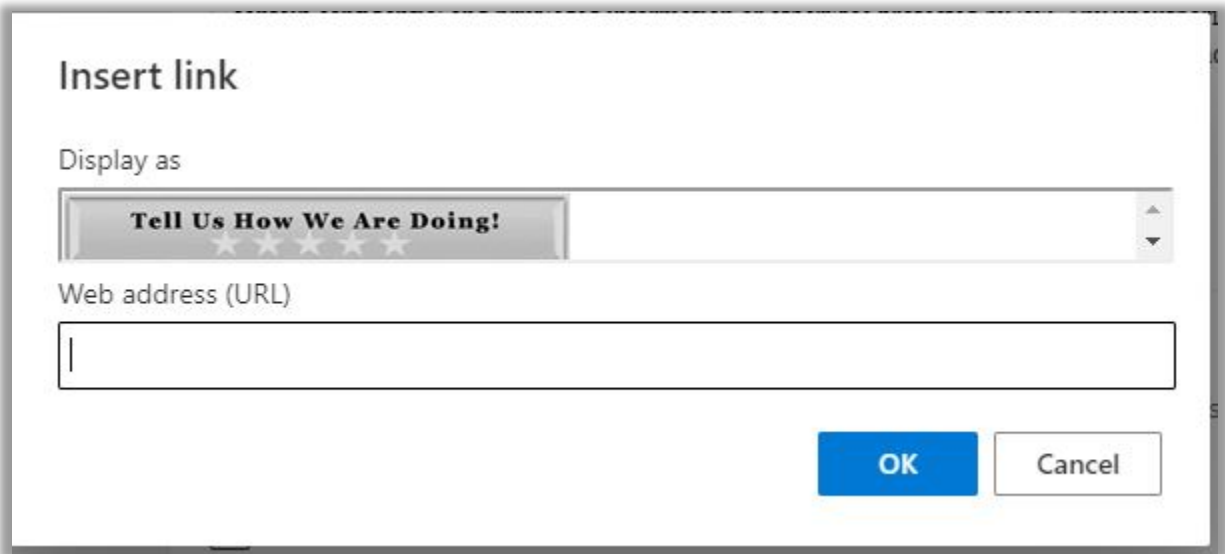
1. Sign in to Outlook on the web.
2. Go to **Settings**  > **View all Outlook settings** > **Compose and reply**.
3. Under **Email signature**
Scroll down until you can see your feedback button. **Click on the feedback button** to select it, then click **delete** to remove the button.



4. Use **Ctrl+C to Copy** the new button below, and **Ctrl+V paste** it into your signature line where the old button was. Please put this directly under the “We in the Finance Division...” language and before the confidentiality statement at the bottom.



5. Click on the new button to select it, then click edit hyperlink icon  on the upper right side of the screen. If the following URL is not already populated, copy/paste it into the address field.
https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_6liKnHRBbkMiaLX



Insert link

Display as

Tell Us How We Are Doing!

Web address (URL)

OK Cancel

6. Click “OK” and you’re done!
7. For assistance at any time, don’t hesitate to contact the [F&A IT team!](#)