

Branded Electronic Signature Instructions

1

Open Outlook 2013.



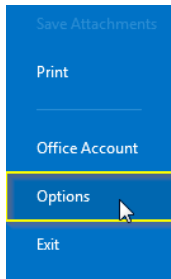
2

In the top left corner, click the “File” button.



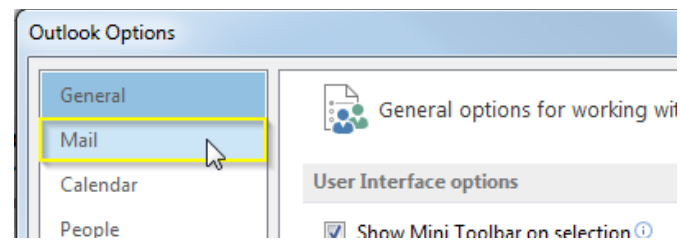
3

In the toolbar on the left, click “Options”.



4

In Outlook Options, click “Mail”.



5

Click the “Signatures” button.



6

Click the “New” button.



7



Give your signature a name, then press OK.

8


You will now choose what type of signature that you'd like to use.

CTRL+CLICK on your signature of choice below.

(If you receive a pop-up, click "Allow".)

Phone and email:


Firstname Lastname, Position Title



Department Name	
phone	905-735-2211 x 7317
email	name@niagaracollege.ca

Phone, fax and email:


Firstname Lastname, Position Title



Department Name	
phone	905-735-2211 x 7317
fax	905-735-2211
email	name@niagaracollege.ca

Phone, email and website:


Firstname Lastname, Position Title



Department Name	
phone	905-735-2211 x 7317
email	name@niagaracollege.ca
website	www.website.com

Phone, cell, fax, email and website:


Firstname Lastname, Position Title



Department Name	
phone	905-735-2211 x 7317
cell	905-735-2211 x 7317
fax	905-735-2211
email	name@niagaracollege.ca
website	www.website.com

Phone, cell, email and website:


Firstname Lastname, Position Title



Department Name	
phone	905-735-2211 x 7317
cell	905-735-2211
email	name@niagaracollege.ca
website	www.website.com

Phone, fax, email and website:

Firstname Lastname, Position Title

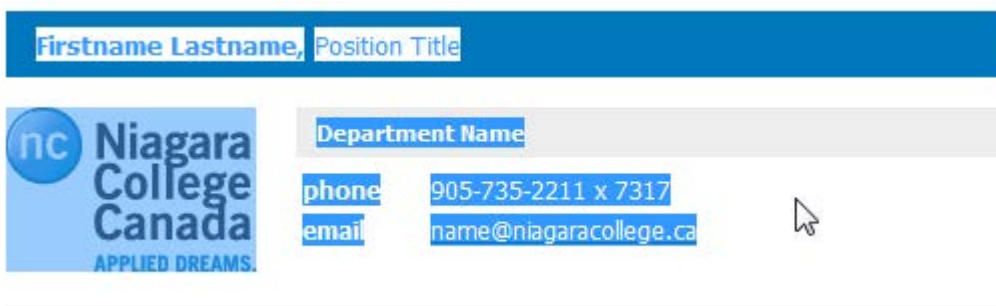


Department Name	
phone	905-735-2211 x 7317
fax	905-735-2211
email	name@niagaracollege.ca
website	www.website.com

9

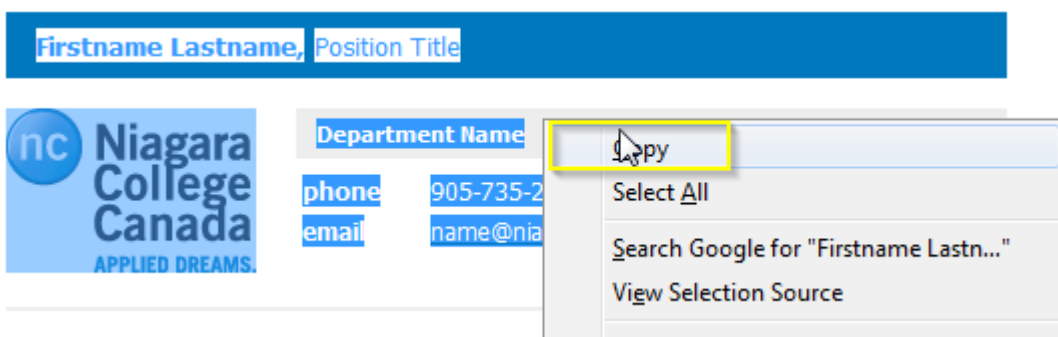
The signature will open in a browser (ex. Firefox, Internet Explorer) window.

Hit CTRL + A, or Right Click - Select All.



10

Hit CTRL + C or Right Click – Copy.

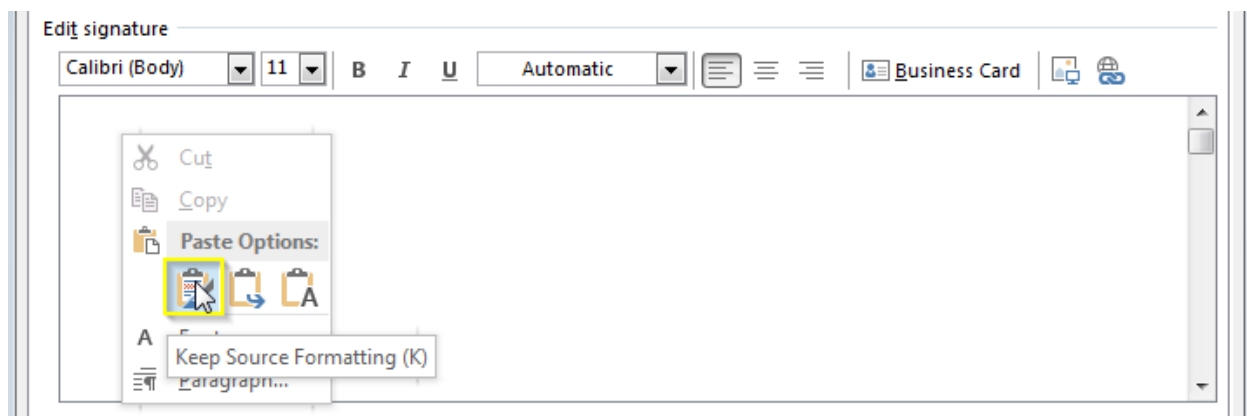


11

Open Outlook 2013 again. It should have the “Signatures and Stationary” window open with the blank signature that you created in step 7.

12

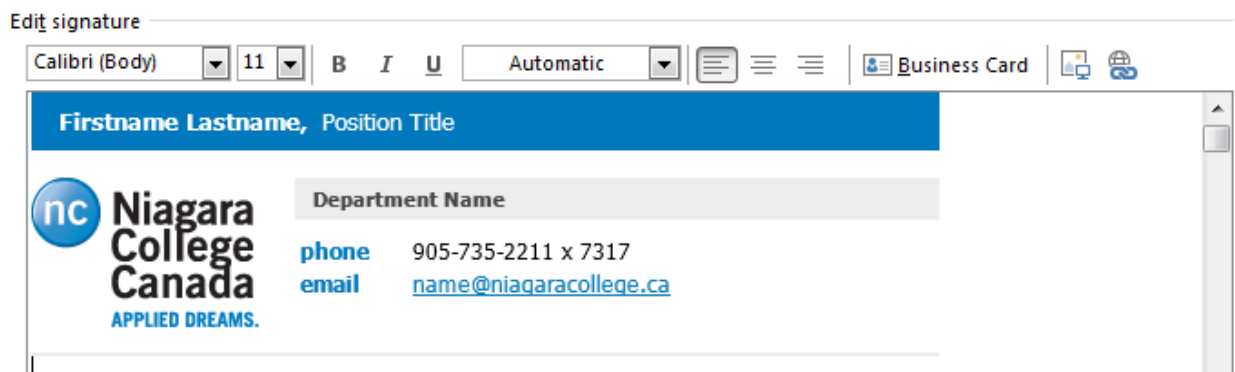
Right click inside the “Edit signature” box and choose **Paste Options: Keep Source Formatting** .



13

We will now edit the template signature to add your information.

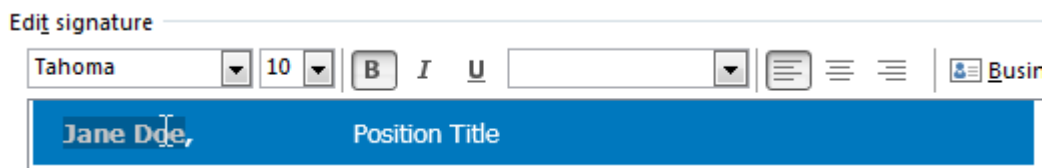
This is a sample of what you should see after pasting in the template signature if you had selected the first signature option:



14

Click and drag to highlight “Firstname Lastname” and then type in your name.

You must highlight and then type – do not hit backspace or delete to remove the text that is there.



15

Repeat this process for “Position Title”.

Your “Position Title” may drop to a second line. Don’t worry, this won’t show up in the final version.

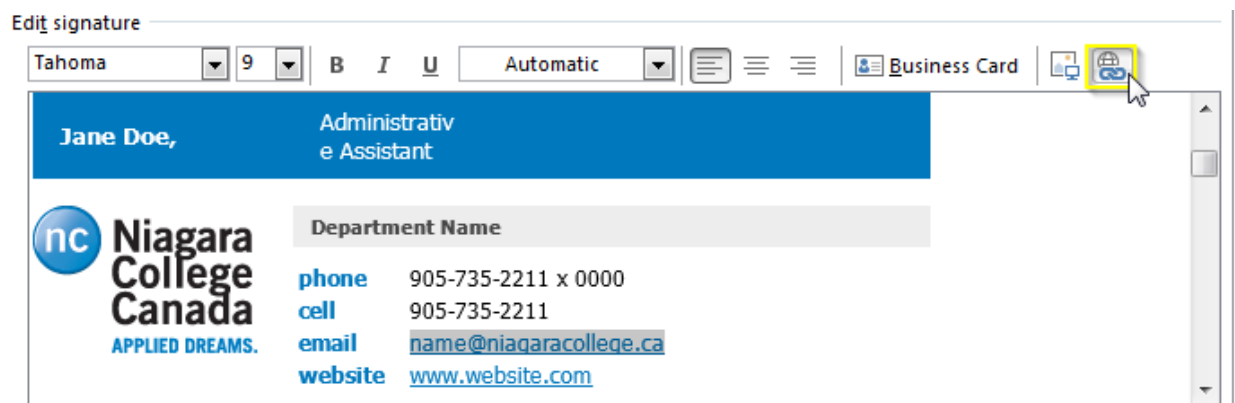


16

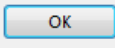
Repeat this process for “Department Name”, “phone” and “cell” and other fields, if applicable.

17

To change your email, click and drag to highlight the sample email address, and then click the Hyperlink button .



18

1. Change “Text to display:” to your email address.
2. Change “Email address:” to your email address. (Do not remove “mailto:”)
3. Once complete, click “OK” .



Text to display: jdoe@niagaracollege.ca

E-mail address: mailto:jdoe@niagaracollege.ca

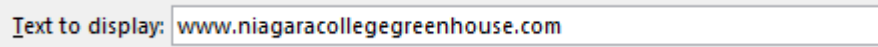
19

If you are adding your website URL, click and drag to highlight *www.website.com* and then click the Hyperlink button .

If you are not adding your website URL, skip steps 19 and 20.

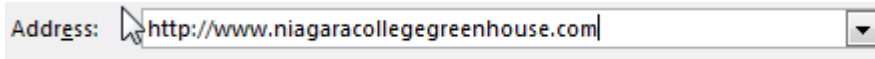
20

1. Change “Text to display” to the website URL, without http://.



Text to display: www.niagaracollegegreenhouse.com

2. Change “Address:” to the website URL, with http://.

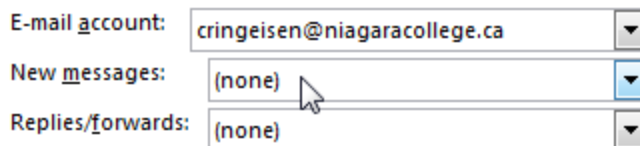


Address: http://www.niagaracollegegreenhouse.com

3. Click “OK” .

21

Choose default signature



E-mail account: cringeisen@niagaracollege.ca

New messages: (none)

Replies/forwards: (none)

You may select whether or not your signature is automatically added to new messages, and/or to replies and forwards.

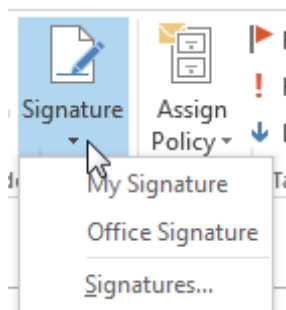
22

Click “OK” to exit the “Signatures and Stationary” window.

23

Click “OK” to exit the “Outlook Options” window.

24



Your signature is now available for use. To add it manually, select it from the “Signatures” dropdown menu when composing or replying to an email.

Frequently Asked Questions

Q. Can I add another line to the signature or change the logo?

A. No. Please do not alter the signature or change the logo. As Marketing does not have the capacity to create and support College-wide custom signature requests, we ask that you use this signature as-is.

Q. I am having trouble following these instructions. Who should I contact for help?

A. Please contact the ITS Help Desk at extension 7642.

Q. Can I change the colours?

A. Please do not alter the colours. The logo has been created to reflect Niagara College branding standards.

Q. I created my own signature. Can I use that instead?

A. We would prefer that this signature is used. A common signature will help outside email recipients easily identify the signature as originating from Niagara College.