

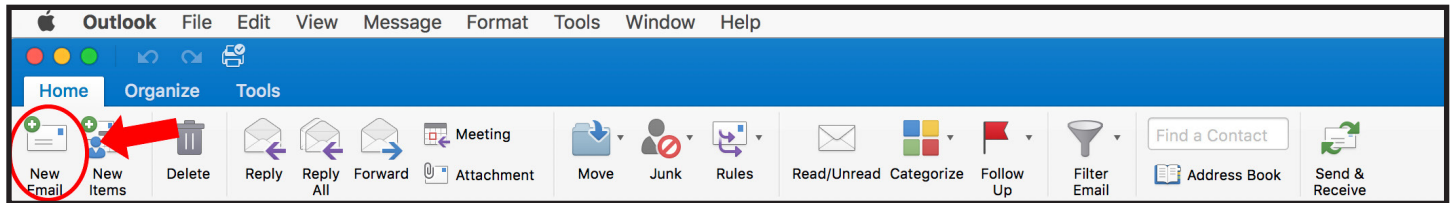
The background of the page features a large, light teal watermark of the University of Illinois crest. The crest consists of a central shield depicting a classical building with columns and arches, flanked by two tall, slender towers. The shield is encircled by a laurel wreath. Below the shield is a banner with the year "1927".

Outlook E-mail signature guide

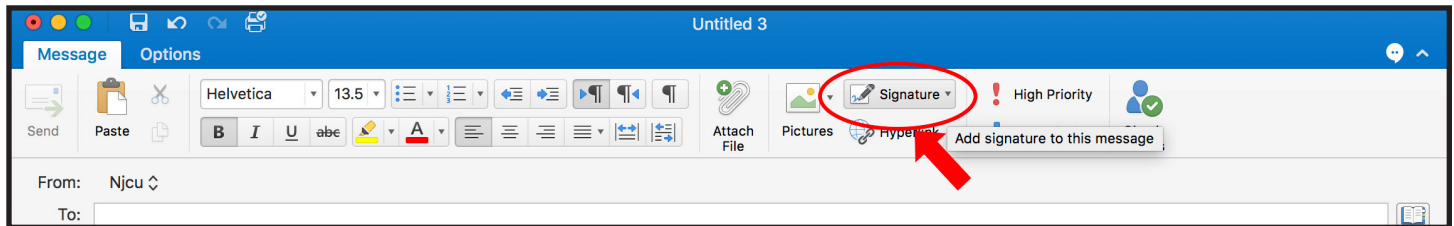
1927

FOR MAC

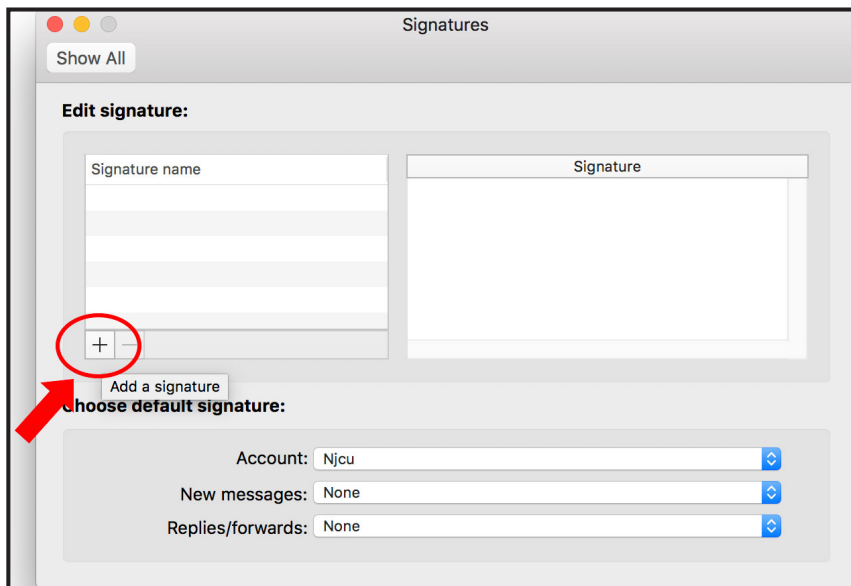
Step 1. In order for us to create a signature we must begin by clicking “New E-mail” under the “Home” tab.



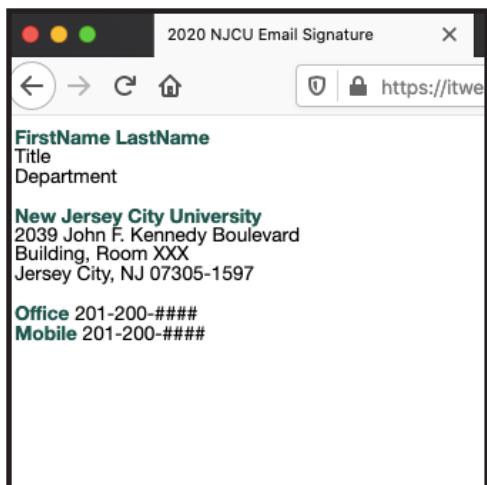
Step 2. Once a new email window has been come up, click on “signature” under the “message” tab and choose “Edit Signature”.



Step 3. In the Signatures window click on the + to create a signature. You can rename the signature you created by double clicking the name



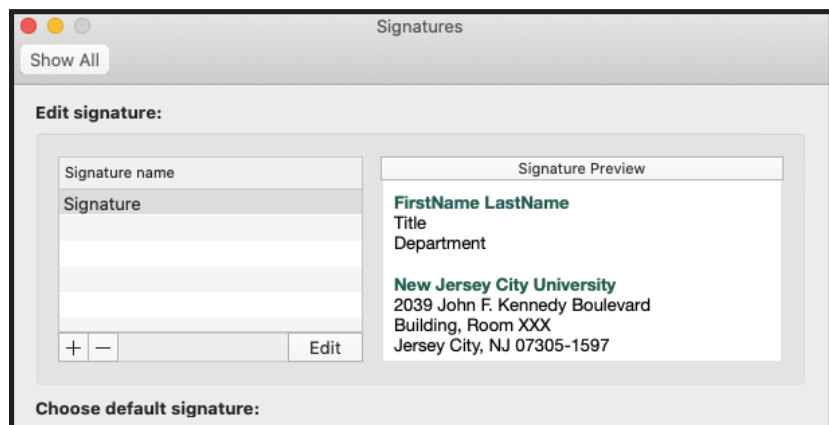
Step 4. Open your internet browser of choice and visit the following URL:
<https://itweb.njcu.edu/advancement/emails/signature/sample.html>



Once the page has loaded select all of the contents of the page(CTRL+A or use your mouse to highlight).

Copy the Contents(CTRL+C or right click the highlighted content and select “copy”)

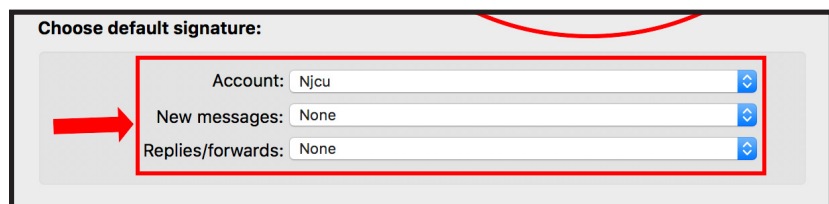
Step 5. Go back into the “signatures” window opened previously in step 2. Select the Signature we created in Step 3 and in the right side of the window paste the contents from Step 4 and edit the details of the content to match with your information.



Once the page has loaded select all of the contents of the page(CTRL+A or use your mouse to highlight).

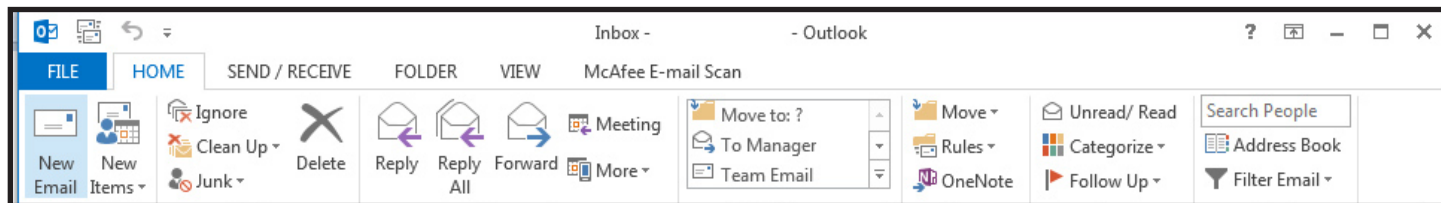
Copy the Contents(CTRL+C or right click the highlighted content and select “copy”)

Step 6. To make it so your signature will automatically be added when creating new messages or when you reply, You can assign the signature you created to your account(s) by selecting the signature in the displayed fields.

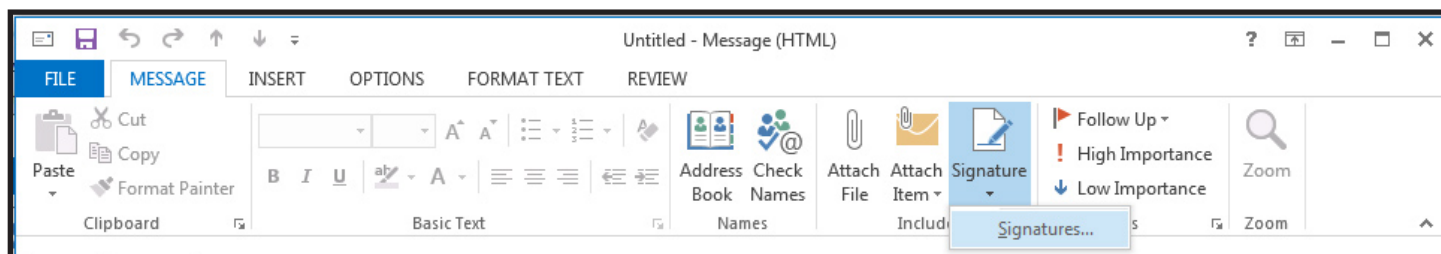


FOR WINDOWS

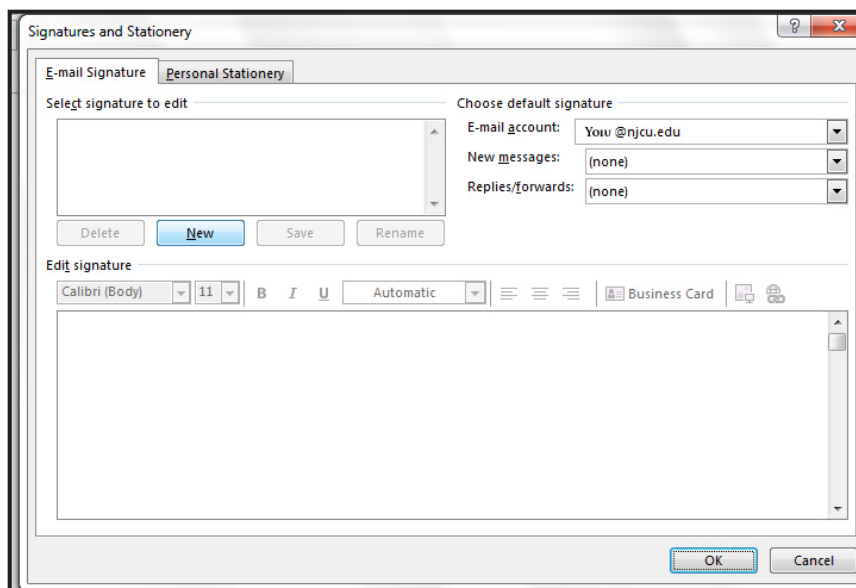
Step 1. In order for us to create a signature we must begin by clicking “New E-mail” under the “Home” tab.



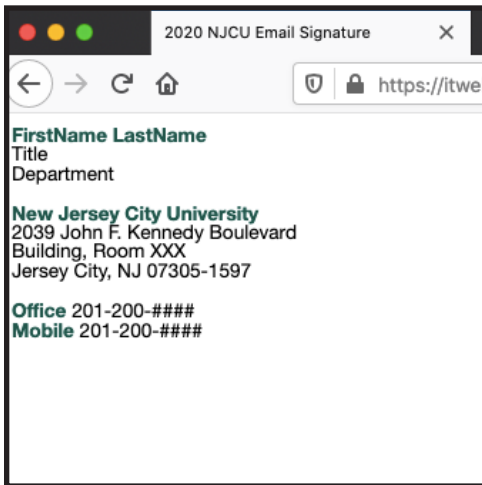
Step 2. Once a new email window has been come up, click on “signature” under the “message” tab and choose “Edit Signature”.



Step 3. In the Signatures window click on “New” to create a signature. You can rename the signature you created by clicking “Rename”



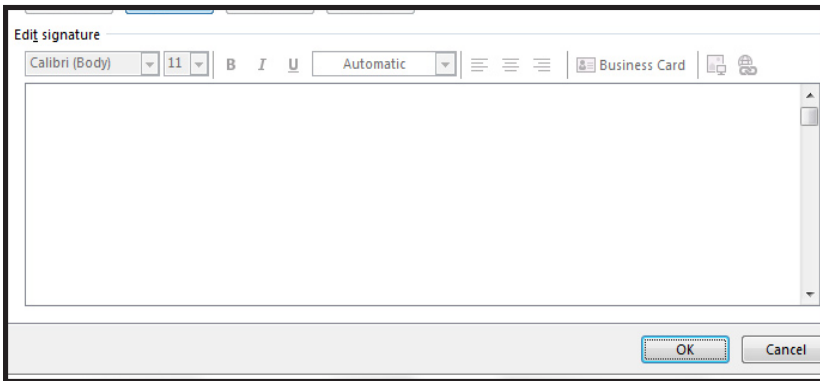
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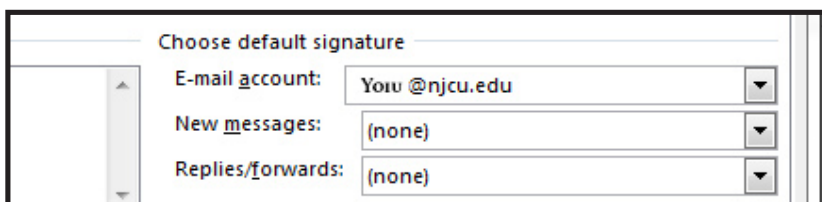
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For further information please visit our online website resource at:

<http://njcu.edu/website-resources>

or

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