

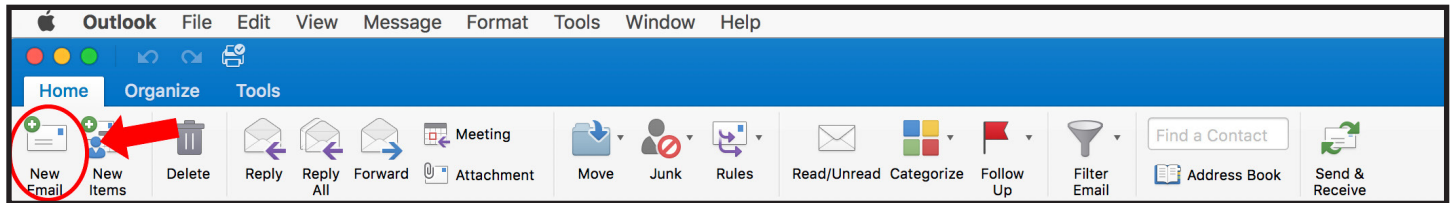
A large, light teal watermark of the University of Illinois crest is centered on the page. The crest features a shield with a stylized grain stalk on the left and a classical building facade on the right, all enclosed within a laurel wreath. Below the shield is a banner with the year '1927'.

# **Outlook E-mail signature guide**

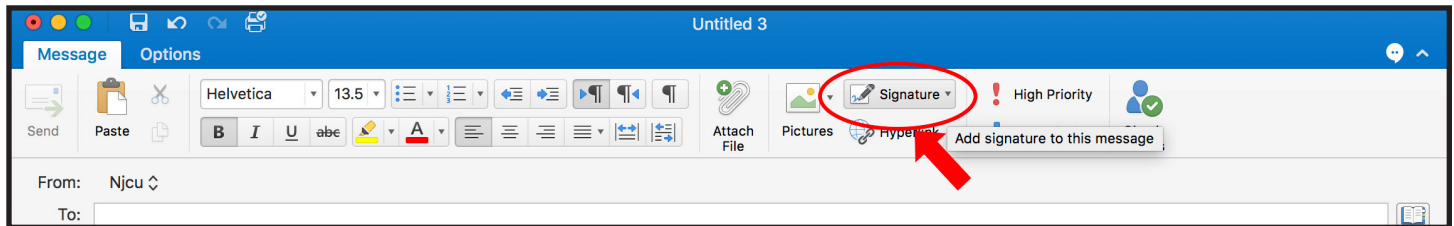
1927

# FOR MAC

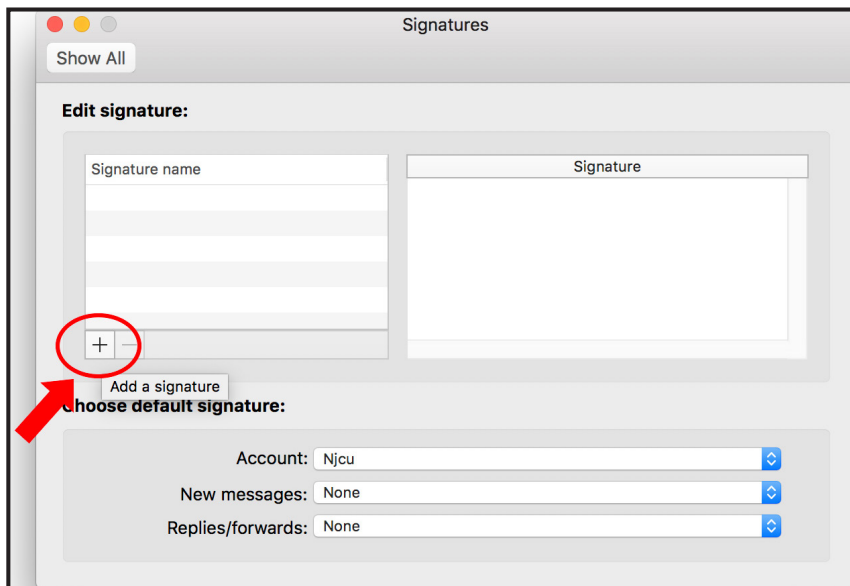
**Step 1.** In order for us to create a signature we must begin by clicking “New E-mail” under the “Home” tab.



**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



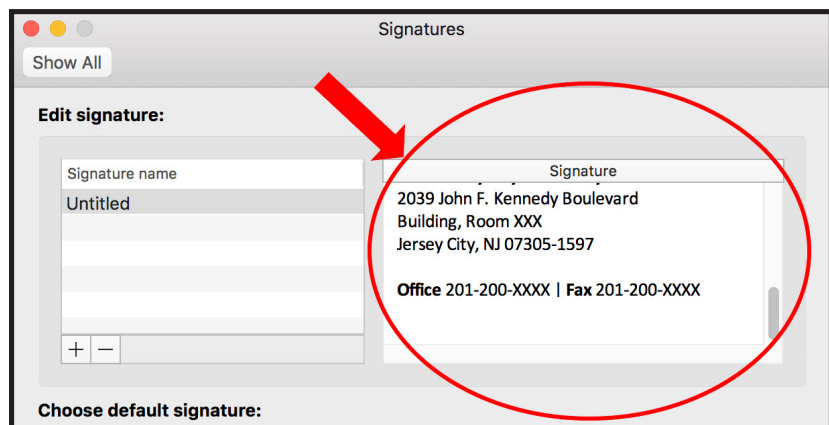
**Step 4.** Open your internet browser of choice and visit the following URL:  
<https://itweb.njcu.edu/advancement/sig2019v3.html>



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

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

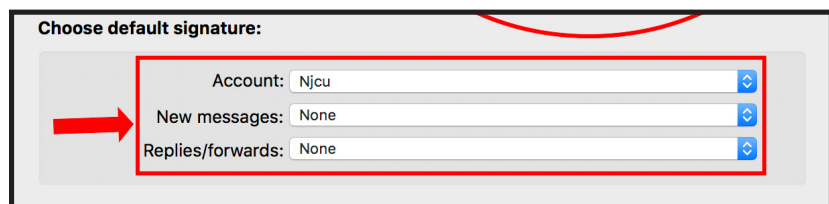
**Step 5.** Go back into the “signatures” window opened previously in step 2. Select the Sginature we created in Step 3 and in the rigfht side of the window paste the contents from Step 4 and edit the details of the content to match with your information.



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

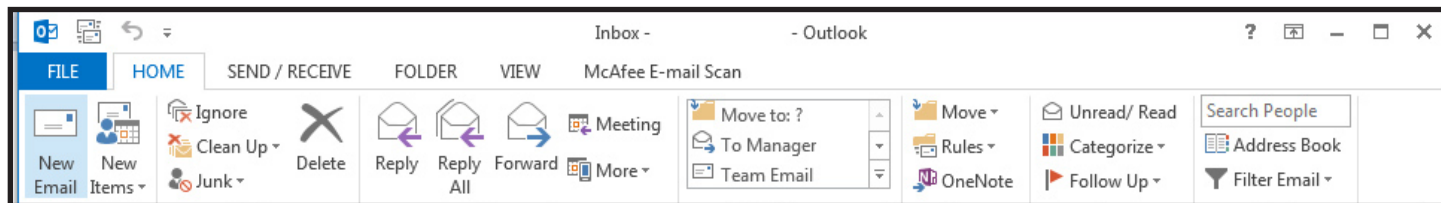
Copy the Contents(CMD+C or right click the highlighted content and select “copy”)

**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.

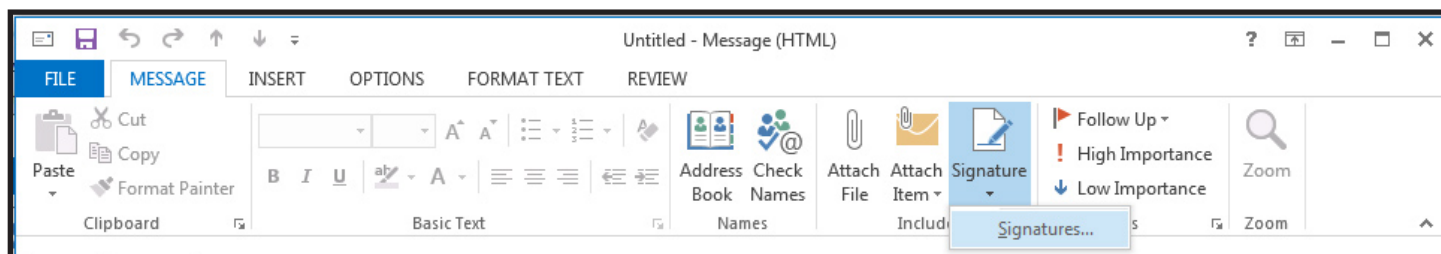


# FOR WINDOWS

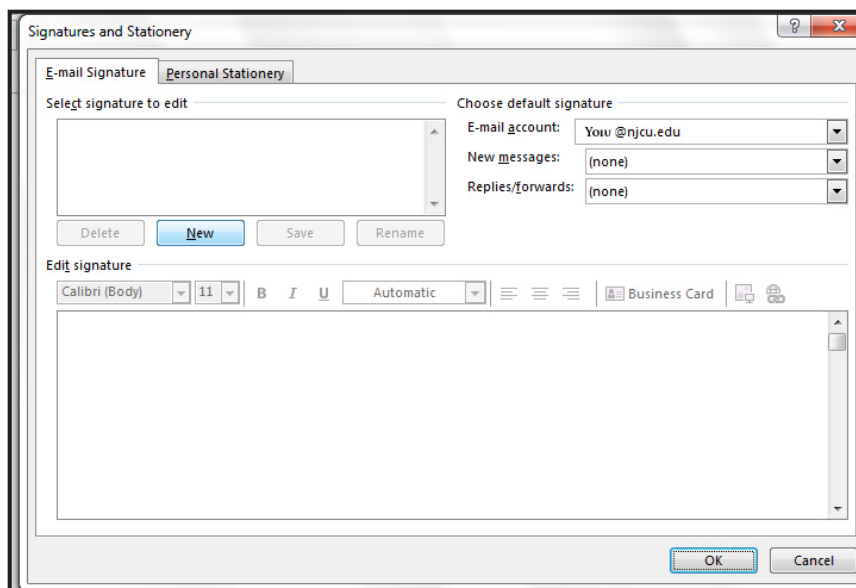
**Step 1.** In order for us to create a signature we must begin by clicking “New E-mail” under the “Home” tab.



**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”



**Step 4.** Open your internet browser of choice and visit the following URL:  
<https://itweb.njcu.edu/advancement/sig2019v3.html>

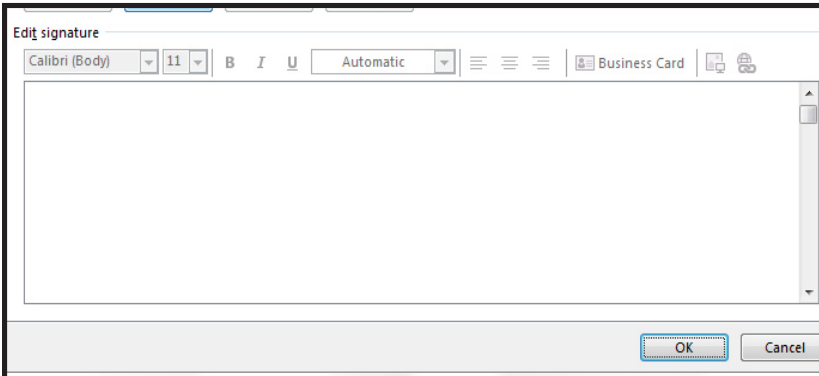


The screenshot shows a web form titled "First Last Name" in large green letters. Below it, there are fields for "Title", "New Jersey City University", "2039 John F. Kennedy Boulevard", "Building, Room XXX", "Jersey City, NJ 07305-1597", and "Office 201-200-XXXX | Fax 201-200-XXXX". At the bottom is the NJCU logo, which consists of a green circular emblem with a building inside, followed by the text "NJCU" in large green letters and "NEW JERSEY CITY UNIVERSITY" in smaller green letters below it.

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.

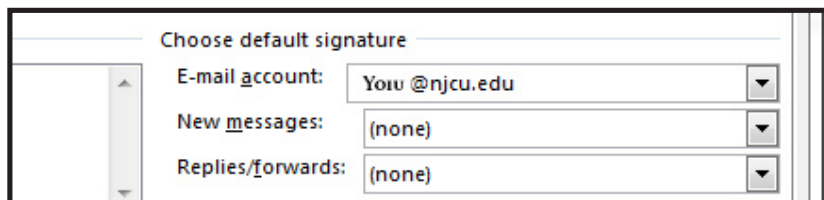


The screenshot shows a window titled "Edit signature". It has a toolbar with options for font (Calibri (Body)), size (11), bold (B), italic (I), underline (U), color (Automatic), and alignment (left, center, right). There are also icons for "Business Card", "Image", and "Link". The main area is a large text box for editing the signature. At the bottom are "OK" and "Cancel" buttons.

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.



The screenshot shows a window titled "Choose default signature". It has three rows of dropdown menus. The first row is "E-mail account:" with "You @njcu.edu" selected. The second row is "New messages:" with "(none)" selected. The third row is "Replies/forwards:" with "(none)" selected.

**For further information please visit our online website resource at:**

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

or

CONTACT US

**Office of Marketing & Communications**

Hepburn 112-D

[webupdates@njcu.edu](mailto:webupdates@njcu.edu)

201-200-3425