![Niagara College Canada logo](nc Niagara College Canada)

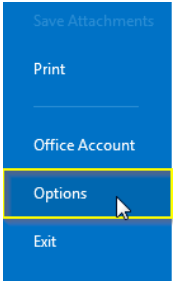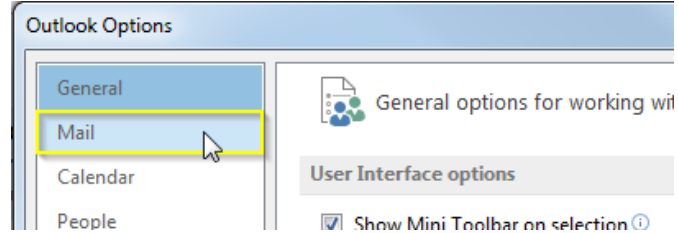# Branded Electronic Signature Instructions

- It is recommended that you set up your signature using **Outlook for desktop**.
- If you are having trouble with adding a signature in Outlook for web or the Outlook app, specific configuration instructions can be found through [Microsoft Support](#).

1	**Open Outlook.**
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.	Click the "New" button.

7	**New Signature**	**Give your signature a name, then press OK.**
	Type a name for this signature: My Signature OK Cancel	

8	**You will now choose the type of signature that you'd like to use.**

Click your preferred layout below. A webpage displaying the signature will open in a browser window. Proceed to step 9.

A) Email

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Email   name@niagaracollege.ca

B) Phone / Email

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Phone   555-555-5555 ext. ####
Email   name@niagaracollege.ca

C) Phone / Email / Website

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Phone   905-735-2211 ext. ####
Email   name@niagaracollege.ca
Web   www.niagaracollege.ca

D) Email / Website

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Email   name@niagaracollege.ca
Web   www.niagaracollege.ca

E) Phone / Email / Fax / Website

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Phone   555-555-5555 ext. ####
Email   name@niagaracollege.ca
Fax   555-555-5555
Web   www.niagaracollege.ca

F) Email / Teams

Firstname Lastname   They/Them
Position Title

nc Niagara College Canada   Department Name
Email   name@niagaracollege.ca
Available via Teams during regular business hours.

Options cont. on next page.

G) Phone / Email / Teams

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Phone 555-555-5555 ext. ####
Email name@niagaracollege.ca

Available via Teams during regular business hours.

A-2) Email + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Email name@niagaracollege.ca

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

B-2) Phone / Email + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Phone 555-555-5555 ext. ####
Email name@niagaracollege.ca

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

C-2) Phone / Email / Website + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Phone 905-735-2211 ext. ####
Email name@niagaracollege.ca
Web www.niagaracollege.ca

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

D-2) Email / Website + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Email name@niagaracollege.ca
Web www.niagaracollege.ca

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

E-2) Phone / Email / Fax / Website + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Phone 555-555-5555 ext. ####
Email name@niagaracollege.ca
Fax 555-555-5555
Web www.niagaracollege.ca

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

F-2) Email / Teams + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Email name@niagaracollege.ca

Available via Teams during regular business hours.

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

G-2) Phone / Email / Teams + Note

Firstname Lastname They/Them
Position Title

nc Niagara College Canada

Department Name

Phone 555-555-5555 ext. ####
Email name@niagaracollege.ca

Available via Teams during regular business hours.

Optional message line. Fill in your text here. Filler text follows. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
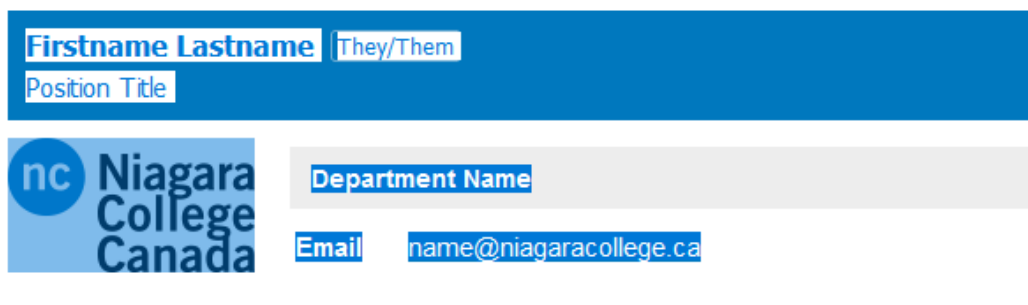
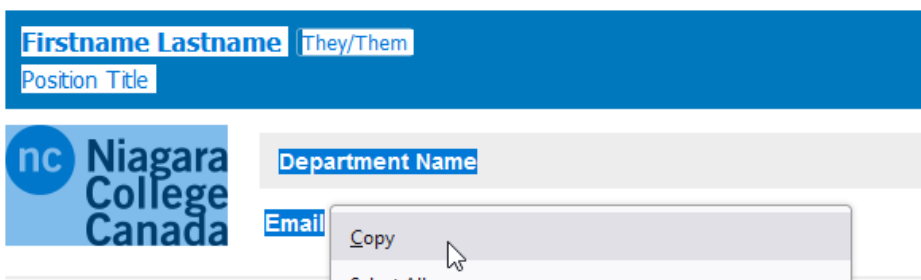|	
9	**Select the signature within the browser window.** **To select the signature, click once in the white area (anywhere within the browser window), and then hit CTRL A on your keyboard.** Firstname Lastname They/Them Position Title nc Niagara College Canada Department Name Email name@niagaracollege.ca
10	**Copy the signature.** **To copy the signature hit CTRL + C on your keyboard _OR_ Right Click > Copy with your mouse.** Firstname Lastname They/Them Position Title nc Niagara College Canada Department Name Email Copy Select All
11	**Open Outlook again. It should still 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 .** Edit signature Calibri (Body) 11 B I U Automatic Business Card Cut Copy Paste Options: Keep Source Formatting (K) Paragraph...
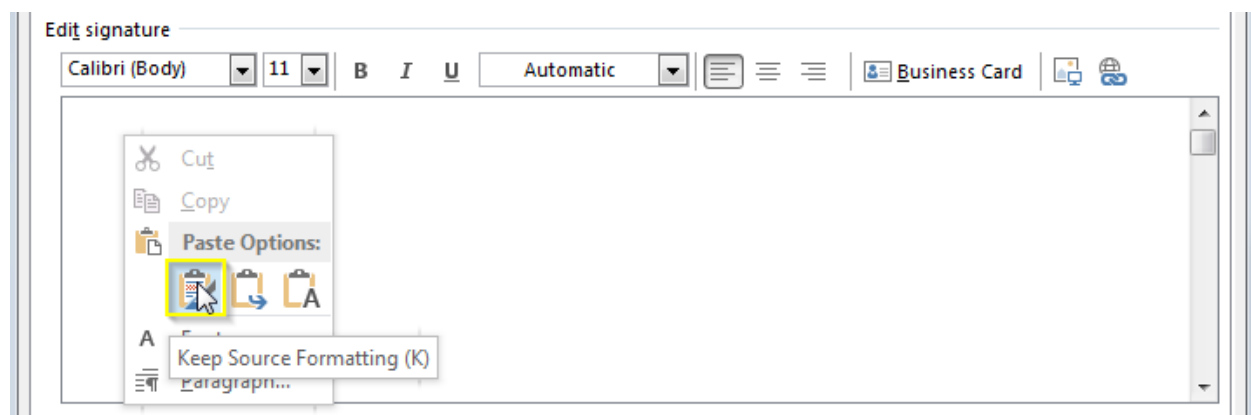
13	The blank signature will now appear within the "Edit signature" box.
	The below is a sample of what you should see after pasting if you had selected layout A.
	Important Notes:
	• The pasted signature may look different than the signature you copied.
	• As you follow the below steps, signature components may shift around.
	• The final signature which appears in your email will look correct.

Edit signature

| Calibri (Body) | 11 | B | I | U | Automatic | ≡ | ≡ | ≡ | Business Card |

Firstname Lastname
Position Title   They/Them

nc **Niagara College Canada**

Department Name

Email   name@niagaracollege.ca

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.

Edit signature

| Tahoma | 12 | B | I | U |

Firstname Lastname   They/Them
Position Title

Edit signature

| Tahoma | 12 | B | I | U |

Courtney Thaggard   They/Them
Position Title

15	Repeat this process for "Position Title".

Edit signature

| Tahoma | 11.5 | B | I | U |

Courtney Thaggard   They/Them
Position Title

Edit signature

| Tahoma | 11.5 | B | I | U |

Courtney Thaggard   They/Them
Web and Digital Development Coordinator
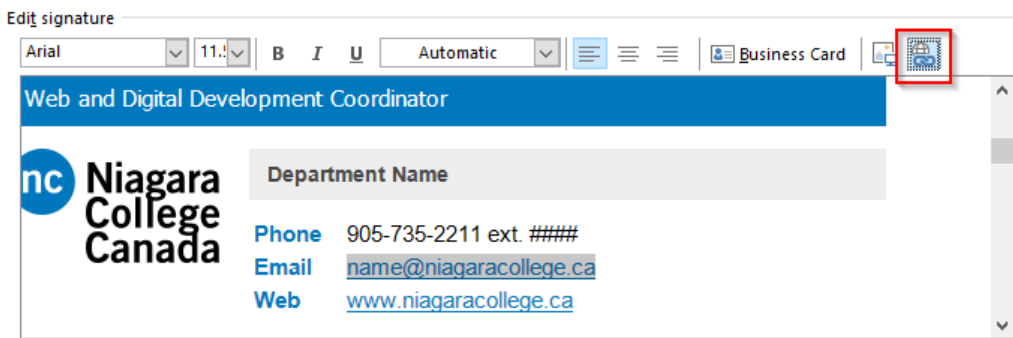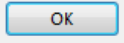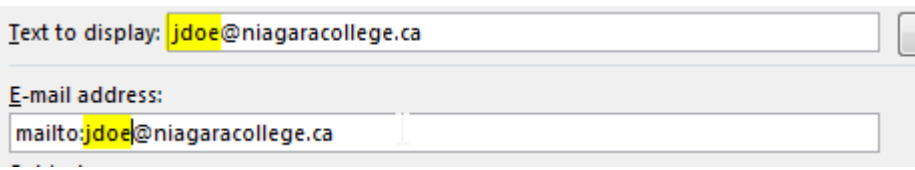
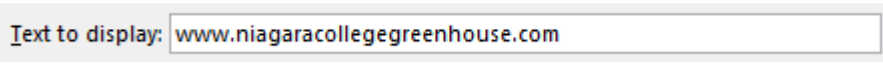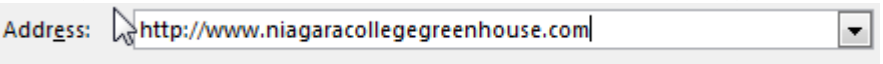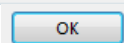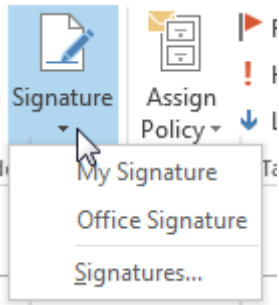| 16	Repeat this process to update your pronouns if you are comfortable sharing them. Common examples include She/Her, He/His, They/Them.

Edit signature

| Tahoma | 10 | B | I | U |

Courtney Thaggard   She/Her
Web and Digital Development Coordinator

17	**Repeat this process for "Department Name", "phone" and "cell" and other fields, if applicable.**
18	**To change your email, click and drag to highlight the sample email address, and then click the Hyperlink button** 🌐 **.**
19	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"** OK **.**
20	**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.
21	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"** OK **.**
22	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.**

23	Click "OK" to exit the "Signatures and Stationary" window.
24	Click "OK" to exit the "Outlook Options" window.
25	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.

If you need to update or fix your signature you will need to delete the existing signature and follow these steps again.

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.

Q. I am using the web/browser version of Outlook and these instructions don't apply.

A. If you are having trouble with adding a signature in Outlook for web or the Outlook app, specific configuration instructions can be found through Microsoft Support.