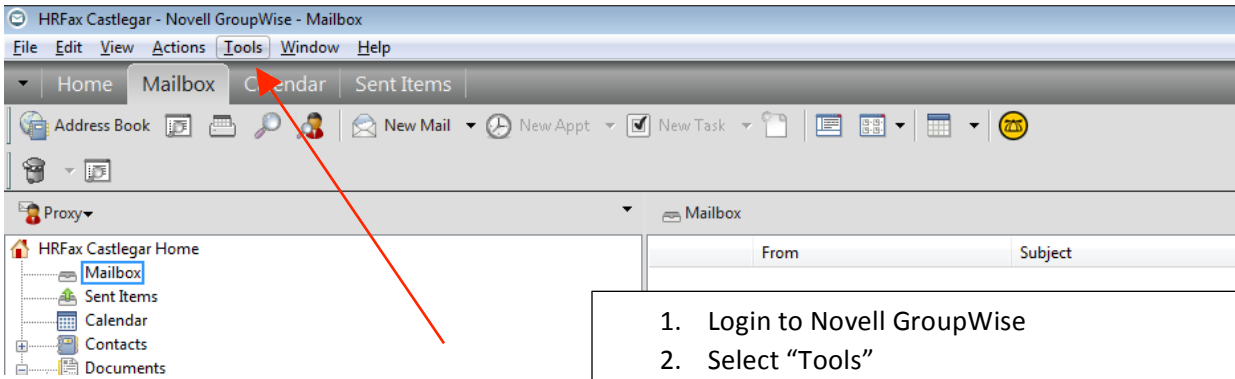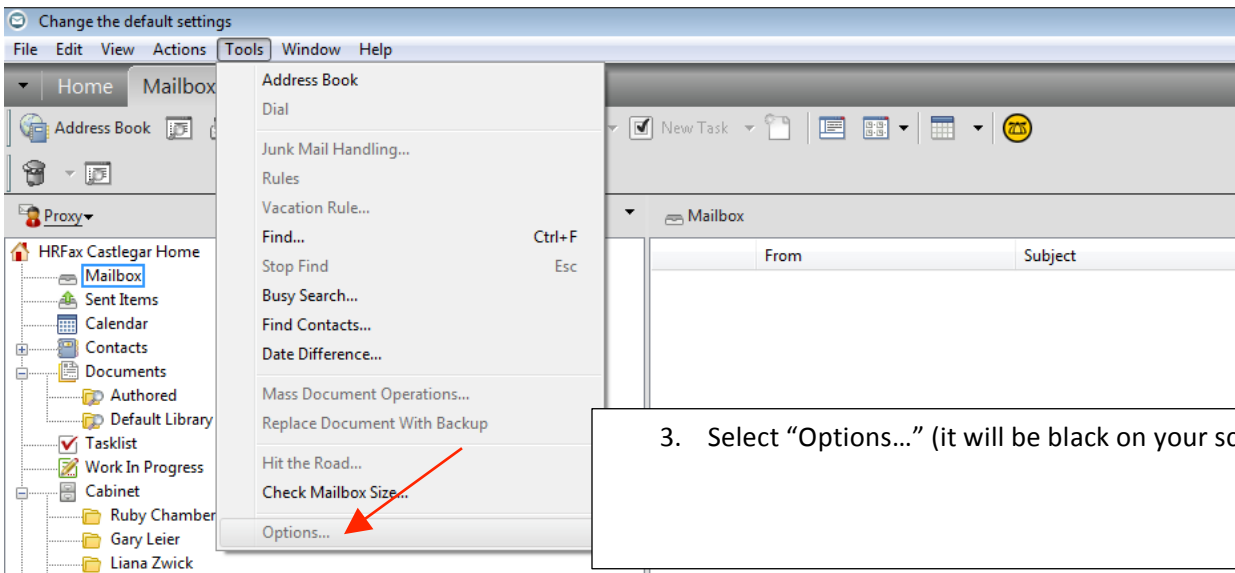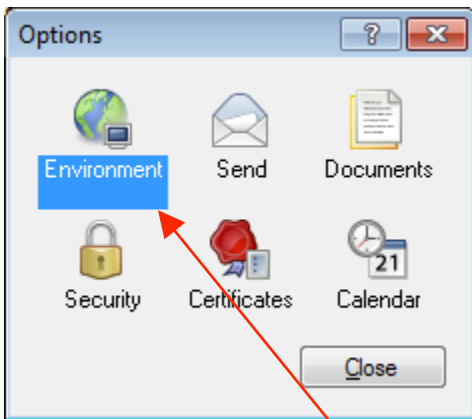# Email Signature via Novell Groupwise on your computer or laptop
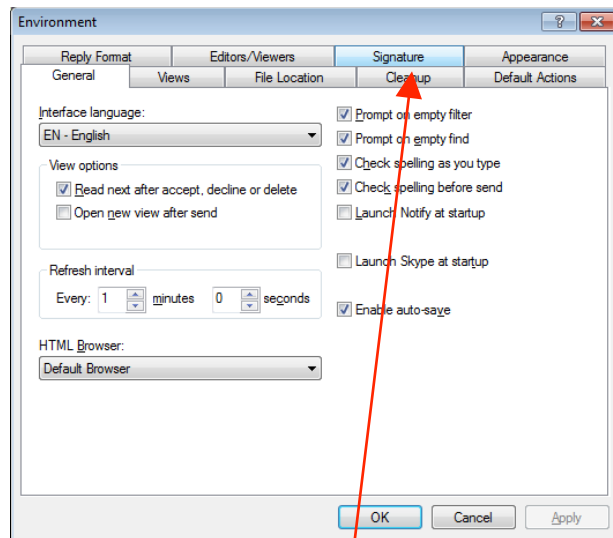

1. Login to Novell GroupWise
2. Select "Tools"

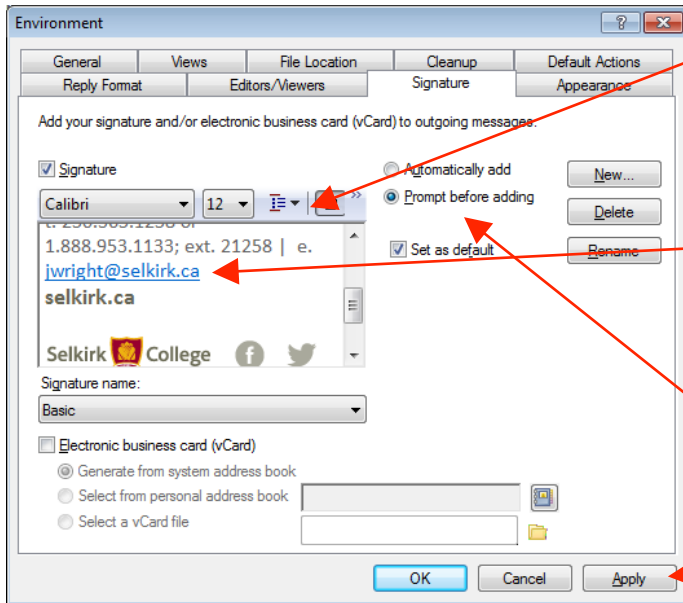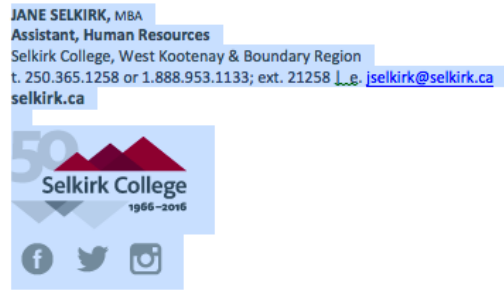3. Select "Options…" (it will be black on your screen)
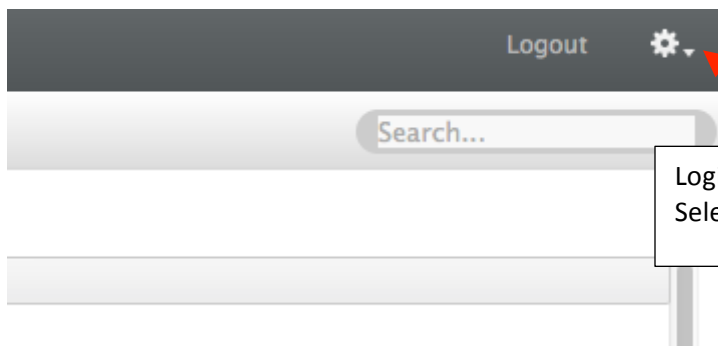

5. Select "Environment"

4. Select "Signature"

6. Copy an existing up-to-date email signature from a colleague or email one of the marketing team and we will send you an example of an email signature in an email which you can then copy.

Environment

| General | Views | File Location | Cleanup | Default Actions |
| Reply Format | | Editors/Viewers | Signature | Appearance |

Add your signature and/or electronic business card (vCard) to outgoing messages.

☑ Signature

Calibri   12

1.888.953.1133; ext. 21258 | e.
jwright@selkirk.ca
selkirk.ca

Selkirk 🔴 College f y

Signature name:
Basic

☐ Electronic business card (vCard)
◉ Generate from system address book
◯ Select from personal address book
◯ Select a vCard file

◯ Automatically add
◉ Prompt before adding

☑ Set as default

New...
Delete
Rename

OK   Cancel   Apply

7. Paste into text box.

8. Edit information (Name, title, Selkirk telephone, extension, and Selkirk email address).

9. Ensure email is a link. (Will be blue and underlined) You will need to retype entire address abc@selkirk.ca in order to do so.

10. Select "Automatically add" or "Prompt before adding"

11. Select "Apply"

NOTE: These instructions are specific to the version of Groupwise you will be able to access on campus. If you are updating your signature via webmail.selkirk.ca the process will be different see below.

Email Signature via webmail.selkirk.ca
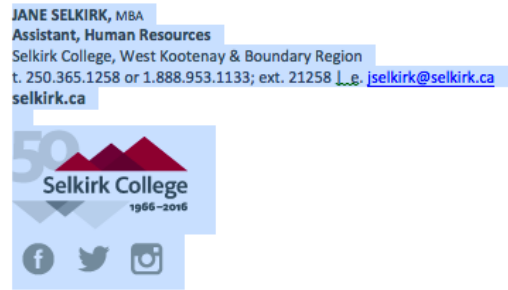
Logout   ⚙

Search...

Login to webmail.selkirk.ca
Select the Cog icon in the top right corner of the browser.

Logout ⚙▾

Mar 2, 2016 (Wednesday)

Options

Help

About

Select Options

| Password | Rules | **Compose** | General | Calendar | Proxy Access | Send Options |

Modify your compose settings

☑ Enable auto-save

Select the Compose tab

Spell Checking
☐ Check spelling before send

Default language: English ▾

Default Compose View
◯ Plain Text
◉ HTML

Signature
☑ Enable signature

New...

Rename

Delete

Signature:
50th Signature ▾   ☑ Set as default

Font ▾ Size ▾ A̲▾ **B** *I* U̲ │ ☰ ☰ ☰ ☰ │ ☰ ☰ ☰ │ — ∞ 🖼

MARIAN LOWE, BDesign (VisComm)
Graphic & Creative Coordinator
Selkirk College, West Kootenay & Boundary Region
t. 250.505.1385 or 1.866.301.6601; ext. 11385 | e. mlowe@selkirk.ca
selkirk.ca

Selkirk College 1966-2016

◯ Automatically add signature   ◉ Prompt before adding signature

Save   Close

Copy an existing up-to-date email signature from a colleague or email one of the marketing team and we will send you an example of an email signature in an email which you can then copy.

JANE SELKIRK, MBA
Assistant, Human Resources
Selkirk College, West Kootenay & Boundary Region
t. 250.365.1258 or 1.888.953.1133; ext. 21258 | e. jselkirk@selkirk.ca
selkirk.ca

Selkirk College
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Paste into text box.

Edit information (Name, title, Selkirk telephone, extension, and Selkirk email address).

Ensure email is a link. (Will be blue and underlined) You will need to retype entire address abc@selkirk.ca in order to do so.

Select "Automatically add" or "Prompt before adding"

Select "Save"

Password	Rules	Compose	General	Calendar	P

Modify your compose settings

☑ Enable auto-save

Spell Checking
☐ Check spelling before send

Default language: English ⬍

Default Compose View
○ Plain Text
◉ HTML

Signature
☑ Enable signature

Signature:
| 50th Signature ⬍ | ☑ Set as default |

Rename

Delete

Font ⬇ Size ⬇ A̲ ⬇ | **B** *I* U̲ | ≣ ≣ ≣ ≣ | ≣ ≣ ≣ | — ⛓ 🖼

MARIAN LOWE, BDesign (VisComm)
Graphic & Creative Coordinator
Selkirk College, West Kootenay & Boundary Region
t. 250.505.1385 or 1.866.301.6601; ext. 11385 | e. mlowe@selkirk.ca
selkirk.ca

Selkirk College
1966-2016

○ Automatically add signature   ◉ Prompt before adding signature

Save   Close