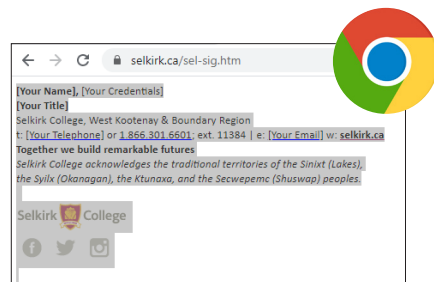


EMAIL SIGNATURES: OFFICE 365 OUTLOOK


As we engage with our local, provincial, national and international contacts, it is important to maintain the value of our overall brand. Our standard unit signatures will identify you as being clearly part of Selkirk College without diluting the brand. The primary logo should be the only style of logo used in email signatures.

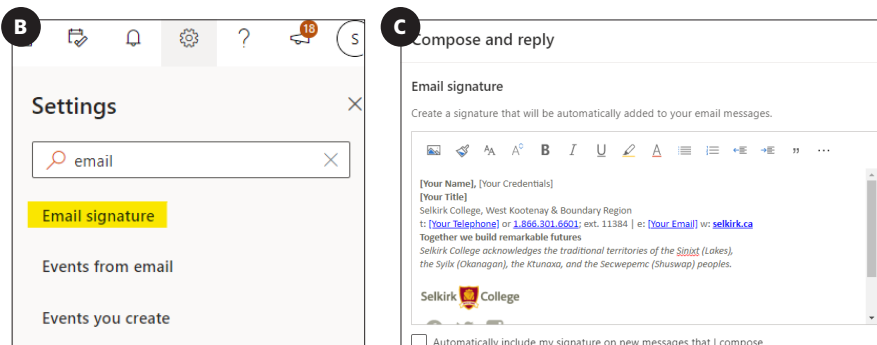
The following instructions will enable you to update your signatures for Outlook Web.

- 1 Open up Google Chrome (You must use this browser). Go to the signature template located at <https://selkirk.ca/sel-sig.htm> On this page, press **CTRL + A** to Select All, then press **CTRL + C** to copy



- 2 Open a new tab and access your webmail at <https://outlook.selkirk.ca> Sign in using your Selkirk College credentials.

- A. Click the **settings icon**  on the top right of your screen.
- B. In the search box, start typing email and select **Email Signature**
- C. Paste the signature in the signature box by clicking in the box and using **CTRL + V**



3 Update the fields in [] to your information.

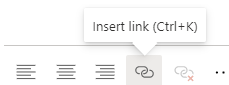
Please highlight the field including the brackets [], press delete, and put in your information.

You will need to fill in [Your Name Here],

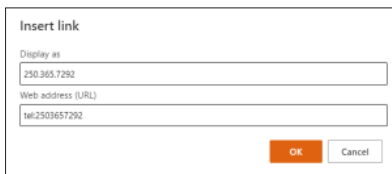
[Your Credentials Here], [Your Title Here], [Your Telephone], and [Your email address]

4 Link the telephone number.

A. Select the phone number


B. Click the insert link button 

C. Web address (URL) should have tel:123456789 (your number)



5 Link the email.

A. Select your email address

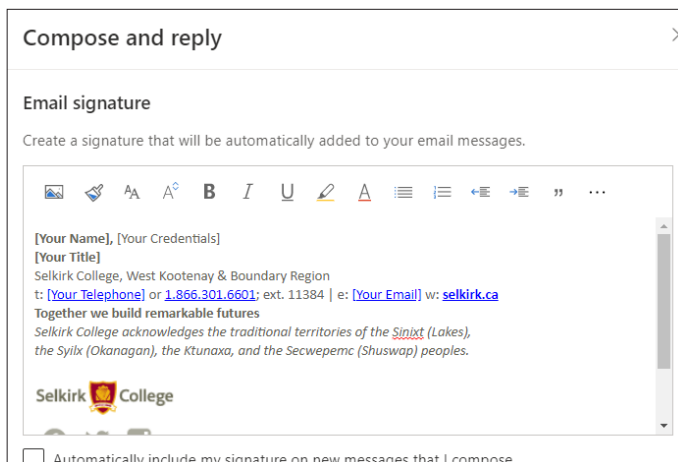
B. Click the insert link button 

C. Web Address (URL) should have mailto:emailaddress@selkirk.ca



If you don't see the link icon in your tool bar click the ellipses icon "..." to show more options

6 Your updated signature should appear similar to this:



Click **Save** and you are done!



BUILDING
REMARKABLE
FUTURES