Selkirk 💹 College | marketing & communications

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.



) Open a new tab and access your webmail at <u>https://outlook.selkirk.ca</u>

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



BUILDING REMARKABLE FUTURES

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(3)	Update the fields in [] to your information.	
\bigcirc	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 Insert link (Ctrl+K)	
	B. Click the insert link button \equiv \equiv \equiv \odot \sim	
	C. Web address (URL) should have tel:12345678	9 (your number)
	Insert link Display as [250:3637292 Web address (URL) Ixe2503657292 OK	
	Link the email	
9	A Select your email address	
	B Click the insert link button $\equiv \equiv \equiv @ @$	
	C. Web Address (UBL) should have mailto:emailaddress@selkirk.ca	
	Insert link Display as Staff365test3@selkink.ca Web address (URL) malitostaff365test3@selkink.ca OK Cancel	
	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:	
	Compose and reply	Click Save and you are done! Save
	Email signature	
	Create a signature that will be automatically added to your email messages.	
	See State A A [°] B I U ∠ A ≡ ⊨ ← ≡ → ≡ → ≡ → ≡ → ≡ → ≡ → ≡ → ≡ → ≡ → ≡	
	[Your Name], [Your Credentials]	
	Selkirk College, West Kootenay & Boundary Region t: [Your Telephone] or 1.866.301.6601; ext. 11384 e: [Your Email] w: selkirk.ca	BUILDING
	Together we build remarkable futures Selkirk College acknowledges the traditional territories of the <u>Sinixt</u> (Lakes), the Sylik (Okanagan), the Ktunaxa, and the Secweperne (Shuswap) peoples.	REMARKABLE
	Selkirk 🧕 College	FIITIIDFC
	Automatically include my signature on new messages that I compose	1 888 953 1133 Seikirk.ca