Installing the Standardized Email Signatures

NEW MESSAGE SIGNATURE

FIRST LAST
Title

c/o University Support Services
Phone: +12 (123) 456-7890 ext. xxxx
Mobile: +12 (123) 456-7890
Email: yourname@sgu.edu

St. George's University
Grenada, West Indies

START MEDICAL SCHOOL THIS AUGUST

REPLY SIGNATURE

Name | Title(s) | Email address | Phone/Extension | Other Phone(s)

Please follow this instruction guide to implement the new standardized email signature in Outlook. In order to provide a consistent look and execution, please follow the best practices below:

- Only change the content outlined in the procedures below. Do not attempt to change any formatting in Outlook.
- If you work directly for St. George's University, you do not need to include the "c/o" line.
- If you do not work directly for St. George's University, you must include the "c/o" line and list the company for which you work *(i.e. c/o University Support Services; c/o St. George's Support Services (Asia) Limited; c/o St. George's International School of Medicine Ltd.).* This is a legal requirement that must be followed.
- You must include a telephone number. Mobile is optional.
- All phone numbers must include a country code.
- The promotional banner at the bottom is optional. If you choose to keep promotional banner MarCom will send an email notification every time an updated banner is ready for use.
- The reply signature should be formatted as Calibri 10pt.

Known formatting issues:

- Images may not show up if the recipient blocks images from displaying in their email client.
- When a recipient replies to an email, the signature images may show up as attachments or the images may not show.

How to Install Signatures

New Message Signature

- [Outlook – Windows](#)
- [Outlook – Mac](#)

Reply Signature

- [Outlook – Windows](#)
- [Outlook – Mac](#)

Installing New Message Signature into Outlook – Windows

1. Open https://www.sgu.edu/static/signature.html in a web browser.
2. Select all the content displayed in the browser by pressing **CTRL+A**.
3. Copy the selected content by pressing **CTRL+C**. The information will be copied to your clipboard.
4. Open Outlook and select **File** > **Options**.
5. Select **Mail** and click on the **Signatures** button (found under Create or modify signatures for messages).
6. To create a new signature, select the **New** button.
7. In the New Signature dialog box, provide a name for this signature. This is to help you recognize and use your new signature.
8. Paste the contents from your clipboard into the edit box by pressing **CTRL+V**.
9. Edit all personal information:
    a. First and last name
    b. Entity
    c. Phone
    d. Mobile (optional)
    e. Email
10. Under **Choose default signature**, select the name you created in Step 7 in the New messages drop-down field.
11. Select **Save** and close the window.

Installing New Message Signature into Outlook – Mac

1. Open https://www.sgu.edu/static/signature.html in a web browser.
2. Select all the content displayed in the browser by pressing **Command⌘+A**.
3. Copy the selected content by pressing **Command⌘+C**. The information will be copied to your clipboard.
4. Open Outlook and select **Outlook** > **Preferences**.
5. Select **Signatures**.
6. To create a new signature, select the **+ button**.
7. In the Signature name field, provide a name for this signature. This is to help you recognize and use your new signature.
8. Paste the contents from your clipboard into the Signature box by pressing **Command⌘+V**.
9. Edit all of the information.
    a. First and last name

b. Entity
c. Phone
d. Mobile (optional)
e. Email
10. Press **Command⌘+S** to Save and close the window.
11. Under **Choose default signature**, select the name you created in Step 7 in the New messages and drop-down field.

Installing Reply Signature into Outlook – Windows

Name | Title(s) | Email address | Phone/Extension | Other Phone(s)

1. Select all the sample text displayed above by clicking and dragging your cursor over the line of text.
2. Copy the selected content by pressing **CTRL+C**. The information will be copied to your clipboard.
3. Open Outlook and select **File** > **Options**.
4. Select **Mail** and click on the **Signatures** button (found under Create or modify signatures for messages).
5. To create a new signature, select the **New** button.
6. In the New Signature dialog box, provide a name for this signature. This is to help you recognize and use your new signature.
7. Paste the contents from your clipboard into the edit box by pressing **CTRL+V**.
8. Edit all personal information:
    a. Name
    b. Title
    c. Email address
    d. Phone/Extension
    e. Other Phone(s)
9. Under **Choose default signature**, select the name you created in Step 6 in the Replies/forwards drop-down fields.
10. Select **Save** and close the window.

Installing Reply Signature into Outlook – Mac

Name | Title(s) | Email address | Phone/Extension | Other Phone(s)

1. Select all the sample text displayed above by clicking and dragging your cursor over the line of text.
2. Copy the selected content by pressing **Command⌘+C**. The information will be copied to your clipboard.
3. Open Outlook and select **Outlook** > **Preferences**.

4. Select **Signatures**.
5. To create a new signature, select the **+ button**.
6. In the Signature name field, provide a name for this signature. This is to help you recognize and use your new signature.
7. Paste the contents from your clipboard into the Signature box by pressing **Command⌘+V**.
8. Edit all of the information.
   a. First and last name
   b. Entity
   c. Phone
   d. Mobile (optional)
   e. Email
9. Press **Command⌘+S** to Save and close the window.
10. Under **Choose default signature**, select the name you created in Step 6 in the Replies/forwards drop-down fields.