# E-mail signature guide

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**This guide covers the general process of adding the standard NJCU signature to your emails in the following operating system and applications:**

- Outlook for Windows
- Outlook for MacOS
- Outlook for iOS
- Outlook for Android
- Mail for iOS

For help with unlisted software and operating systems, please consult support for their respective developers.

**Below are the specifications of the signature:**

- Font-family: Arial, sans-serif
- Font-size: 85%

**Specific for bolded lines:**

- Font-weight: 800
- Font color: **#00594C**

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**FirstName LastName**
Title
Department

**New Jersey City University**
2039 John F. Kennedy Boulevard
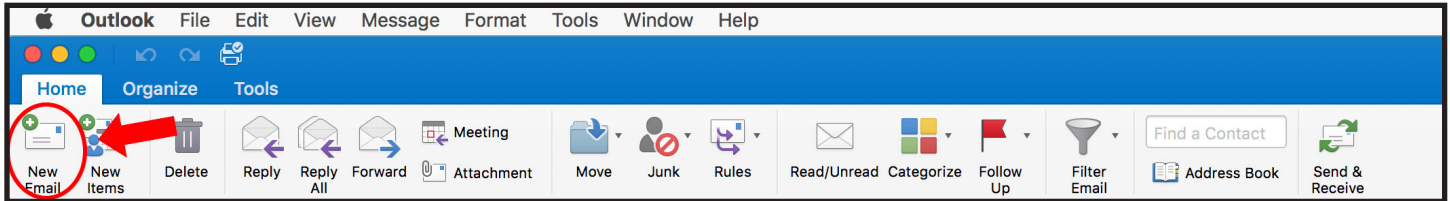Building, Room XXX
Jersey City, NJ 07305-1597

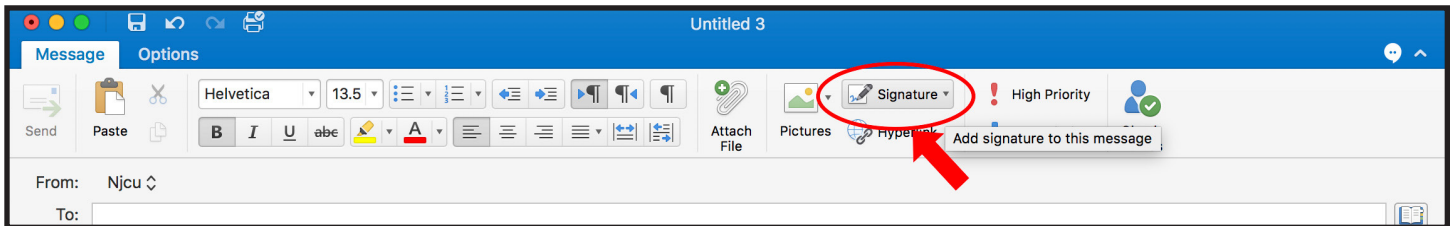**Office** 201-200-####
**Mobile** 201-200-####

[Optional Link 1](#) | [Optional Link 2](#) | [Optional Link 3](#)
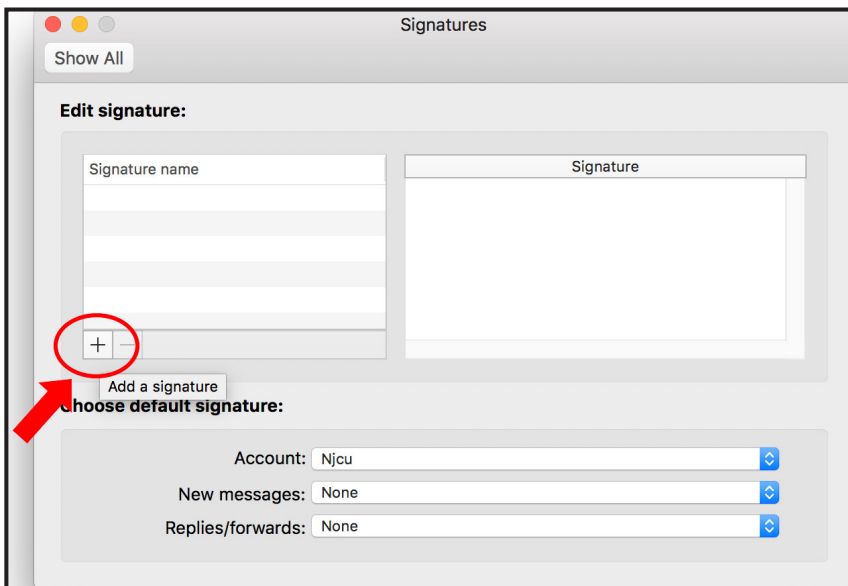
# Outlook for Mac

**Step 1.** In order for us to create a signature we must begin by clicking "New E-mail" under the "Home" tab.



**Step 2.** Once a new email window has been come up, click on "signature" under the "message" tab and choose "Edit Signature."
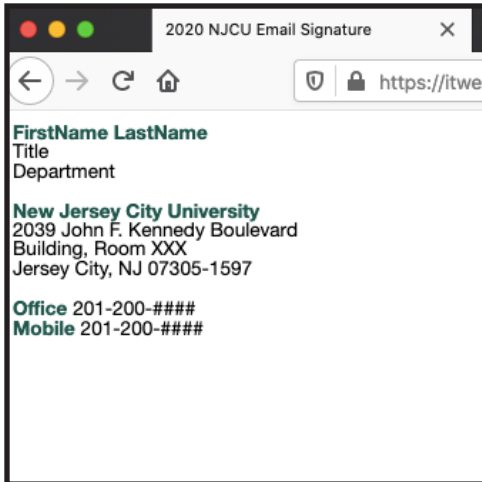


**Step 3.** In the "Signatures" window, click on the + to create a signature. You can rename the signature you created by double clicking the name.

**Step 4.** Open your internet browser of choice and visit the following URL:
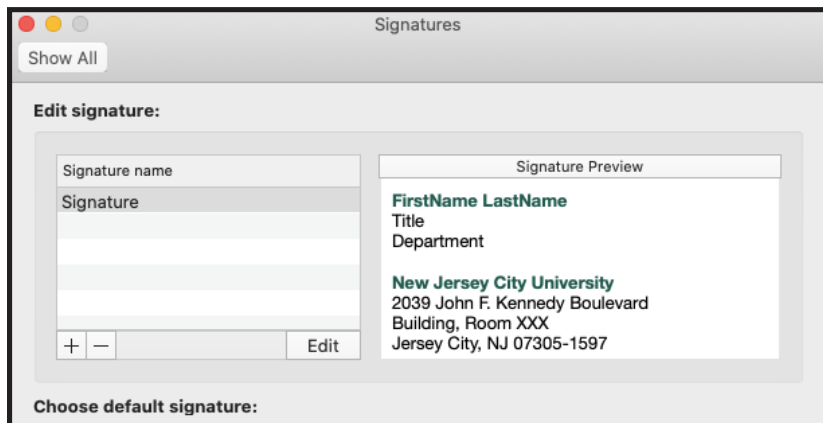https://itweb.njcu.edu/advancement/emailsignature/sample.html



Once the page has loaded select all of the contents of the page (CMD+A or use your mouse to highlight).

Copy the contents (CMD+C or right click the highlighted content and select "copy")

**Note:** Spacing may look large in the preview while editing, but it will retain the formatting once saved.

**Step 5.** Go back into the "signatures" window opened previously in step 2. Select the Sginature we created in Step 3 and in the right side of the window paste the contents from Step 4 and edit the details of the content to match with your information.



Once the page has loaded select all of the contents of the page (CMD+A or use your mouse to highlight).

Copy the contents (CMD+C or right click the highlighted content and select "copy")

**Step 6.** To make it so your signature will automatically be added when creating new messages or when you reply, you can assign the signature you created to your account(s) by selecting the signature in the displayed fields.
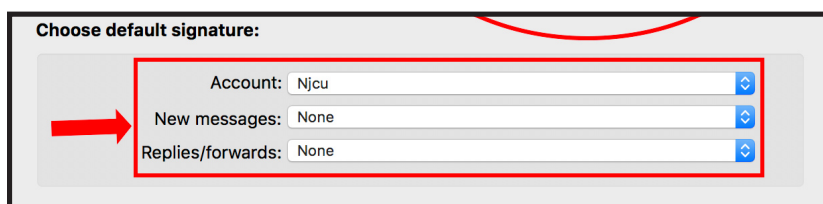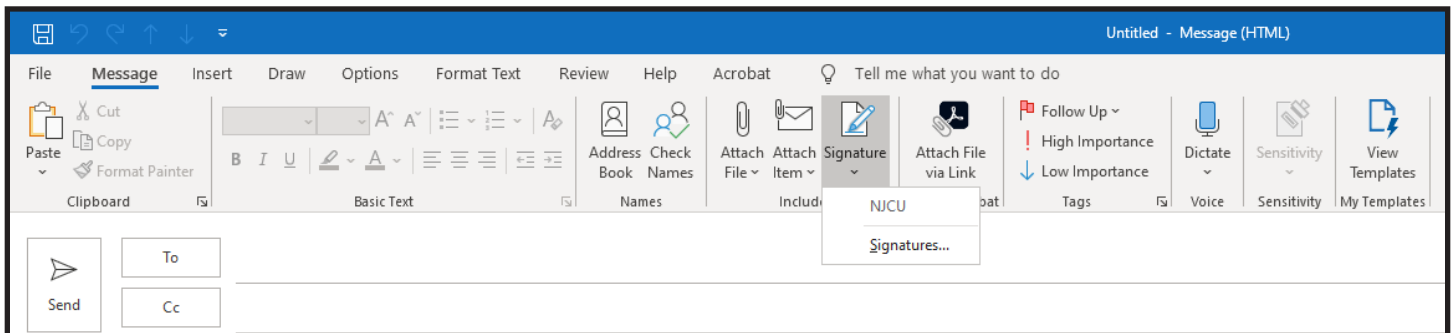
# Outlook for Windows

*Method tested and used on Windows 10

**Step 1.** In order for us to create a signature, we must begin by clicking "New E-mail" under the "Home" tab.
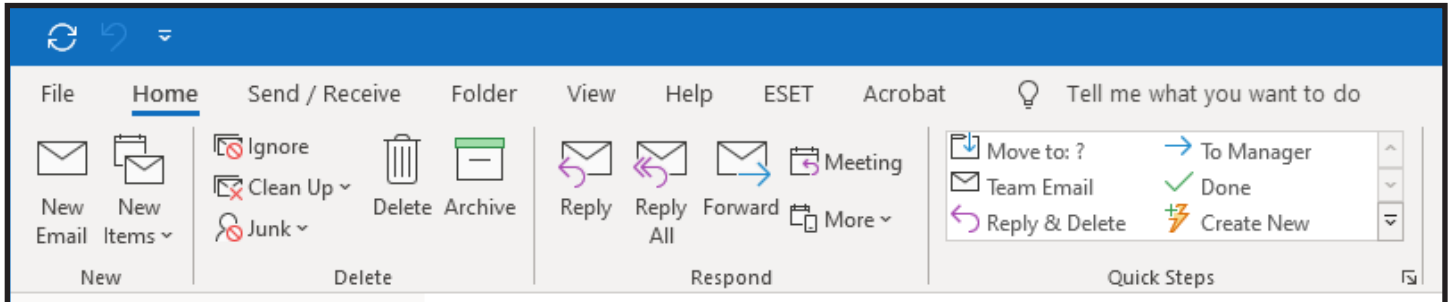


**Step 2.** Once a new email window has come up, click on "signature" under the "message" tab and choose "Edit Signature".
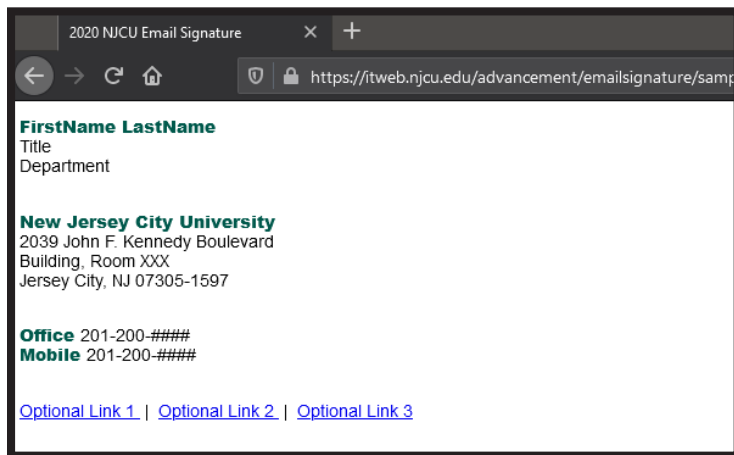


**Step 3.** In the signatures window click on "New" to create a signature. You can rename the signature you created by clicking "Rename."
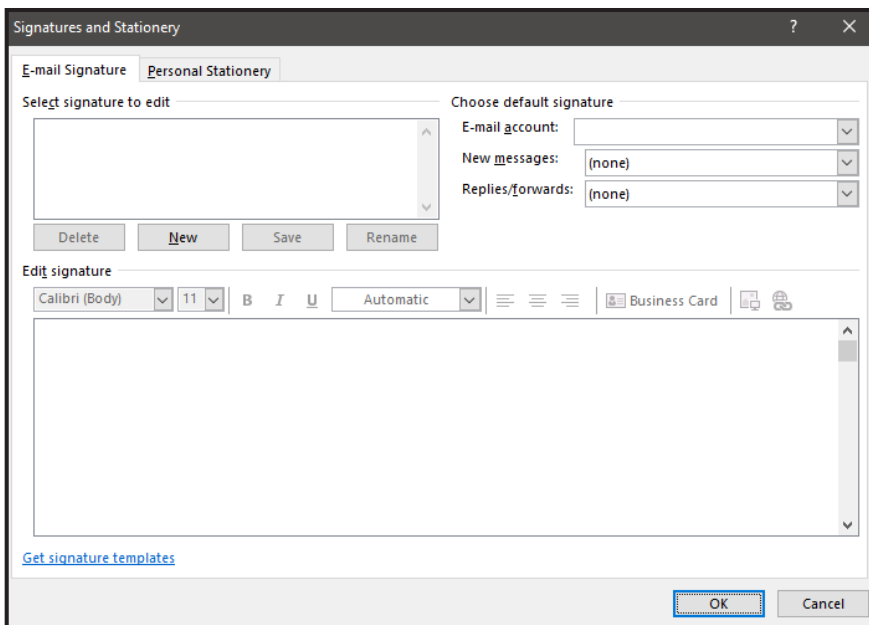
**Step 4.** Open your internet browser of choice and visit the following URL:
https://itweb.njcu.edu/advancement/emailsignature/sample.html



Once the page has loaded, select all of the contents of the page (CTRL+A or use your mouse to highlight).

Copy the contents (CTRL+C or right click the highlighted content and select "copy").

**Step 5.** Go back into the "signatures" window opened previously in step 2. Select the signature we created in Step 3 and in the right side of the window paste the contents from Step 4 and edit the details of the content to match with your information.
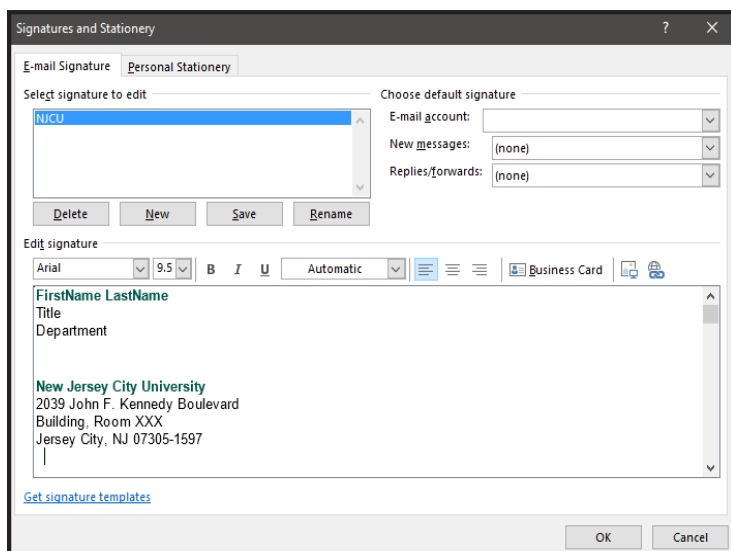


Once the page has loaded select all of the contents of the page (CTRL+A or use your mouse to highlight).

Copy the contents (CTRL+C or right click the highlighted content and select "copy").

**Note:** Spacing may look large in the preview while editing, but it will retain the formatting once saved.

**Step 6.** To make it so your signature will automatically be added when creating new messages or when you reply, you can assign the signature you created to your account(s) by selecting the signature in the displayed fields.
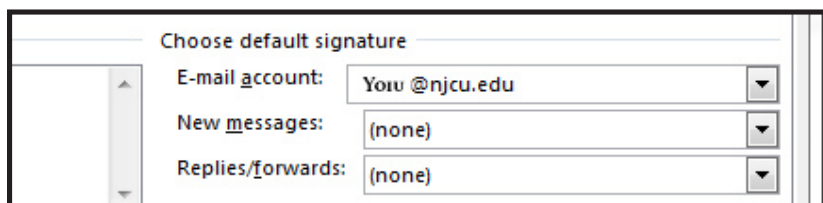


**NOTE:** If you do not wish to have links in your signature delete the lines. If you need further instruction on editing the hyperlinks proceed to the next page constaining instructions.

# Adding signature hyperlinks in Outlook for Windows

*Method tested and used on Windows 10

**Step 1.** Highlight one of the Optional Links in the template and click on Insert Hyperlink button as shown. This will open a window to allow us to edit the link.
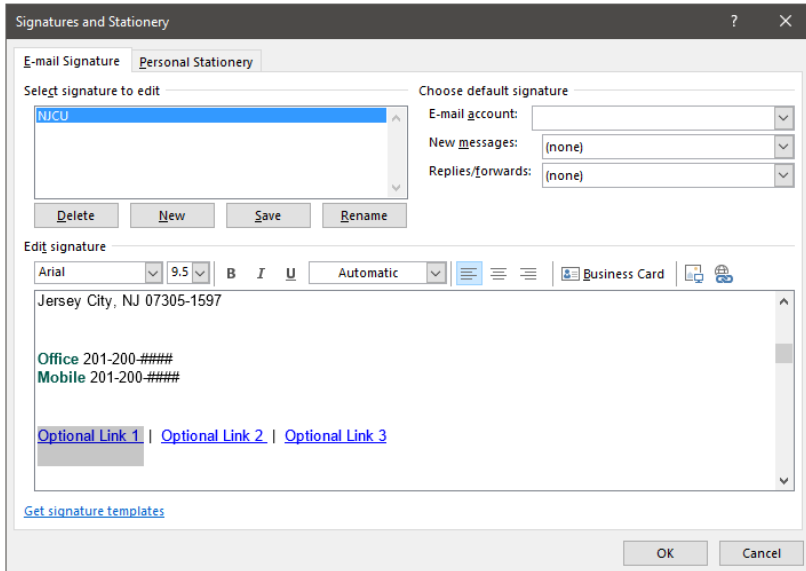


**Step 2.** Replace the link text in the "Text to display" field and place the URL of the page you wish to link to in the "Address" field and press "OK"
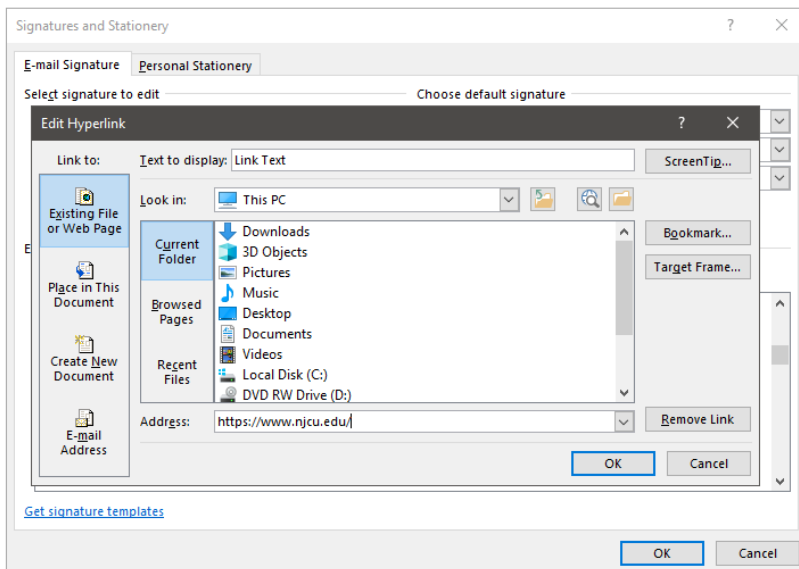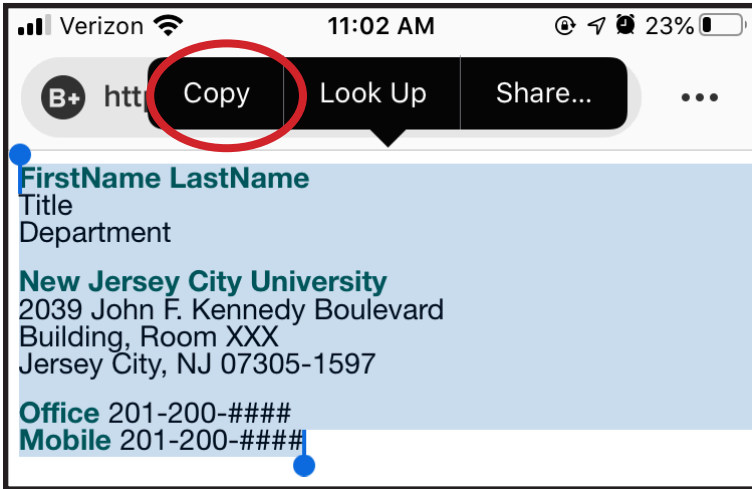
# Mail for iOS
*Method tested and used on iOS 13.6

**Step 1.** Visit the following URL and copy the sample signature. Highlight all of the text and selecting "Copy" or using "Select All" and selecting "Copy."
https://itweb.njcu.edu/advancement/emailsignature/ios_signaturemain.html

**Step 2.** After you've copied the text, open your phone settings, navigate to "Mail," and scroll down to "Signature."
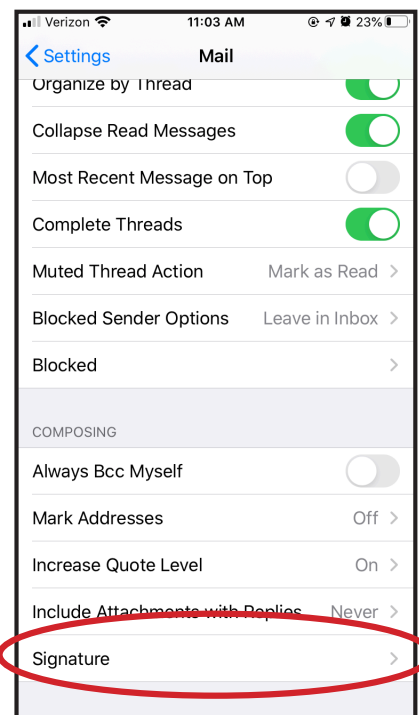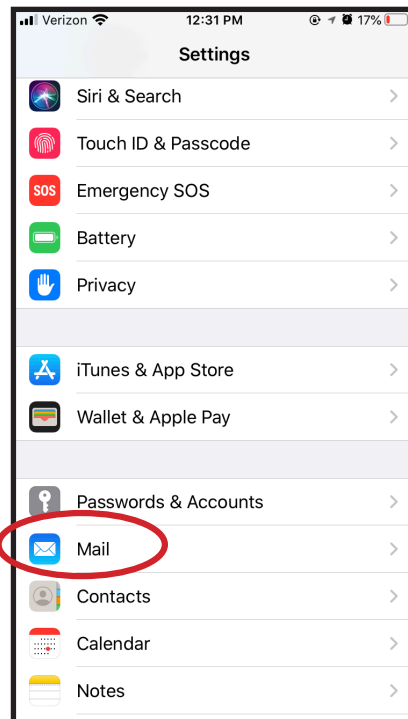
**Step 3.** Once in the signature area, paste the text we copied earlier. It will not initially have the format we want, but this can be resolved by shaking your phone which will prompt you to "Undo Change Attributes." Select "Undo" and the text should now be the intended formatting.
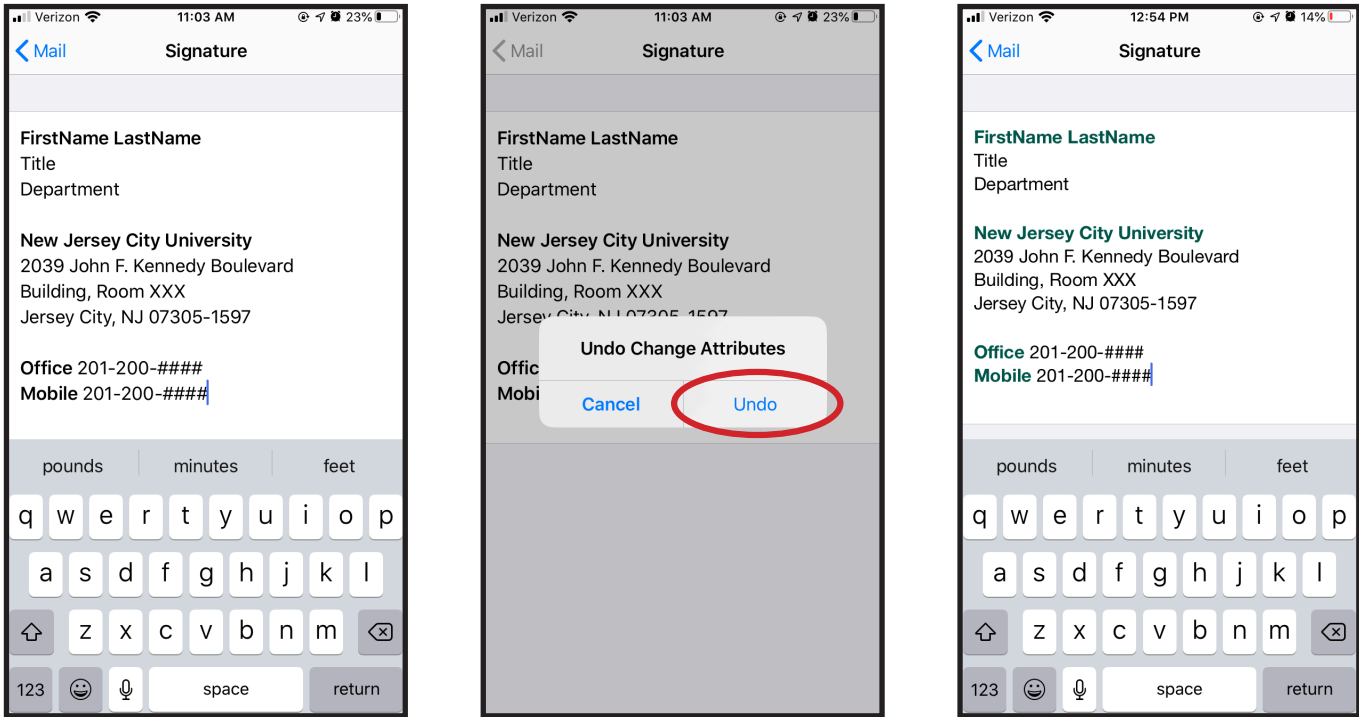


**NOTE:** If shaking does not work, open your Settings app, then navigate to General –> Accessibility –> Shake to Undo, and make sure the slider is toggled on.

**Step 4.** Change the information pasted in to match your information and it should be usable in any emails sent through the mail app going forward.
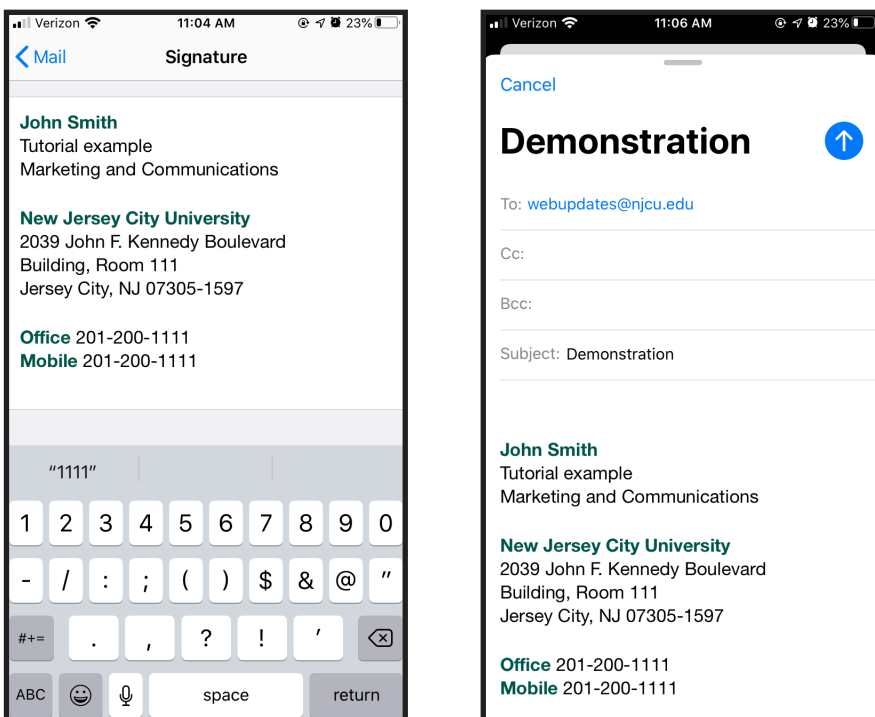


**NOTE:** If you wish to add hyperlinks proceed to the next page for instructions.

# Adding signature hyperlinks in Mail

**Step 1.** Create a nw document in Pages and type out up to 3 Links seperated by a verticl bar "|" as shown below. Highlight one of the links and tap "Link", which will bring up Link Settings allowing you to enter the desired text for the link and the URL of the page you want to link to. Repeat this for all as needed.
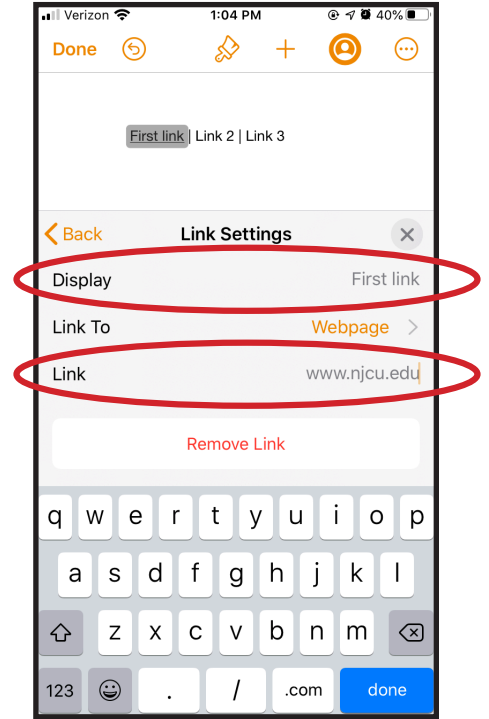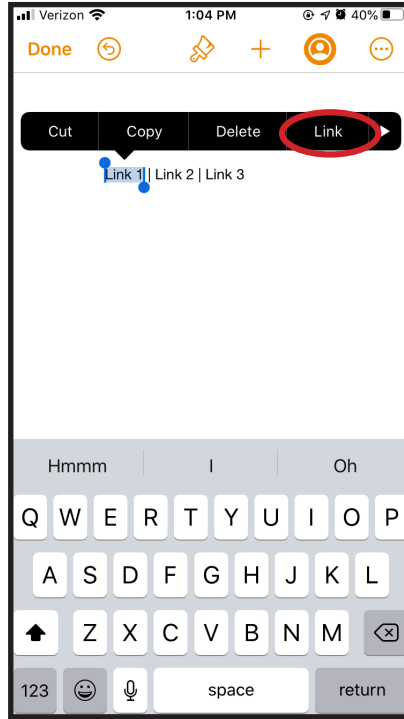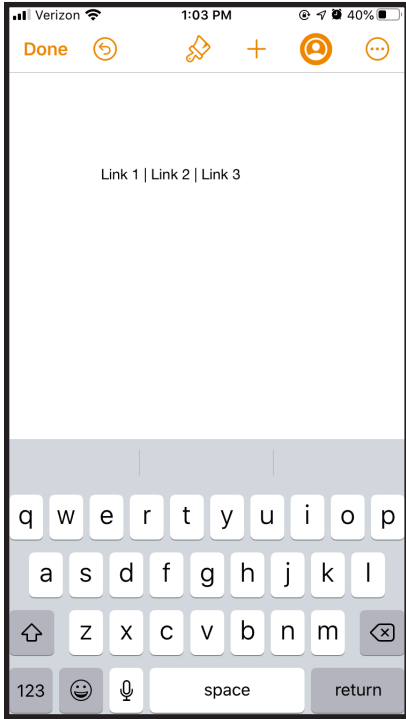


**Step 2.** Highlight all of the text and tap the format text button symbolized by a brush. Change the font to "Arial" and the size to "12", the proceed to press "X" to save the changes.
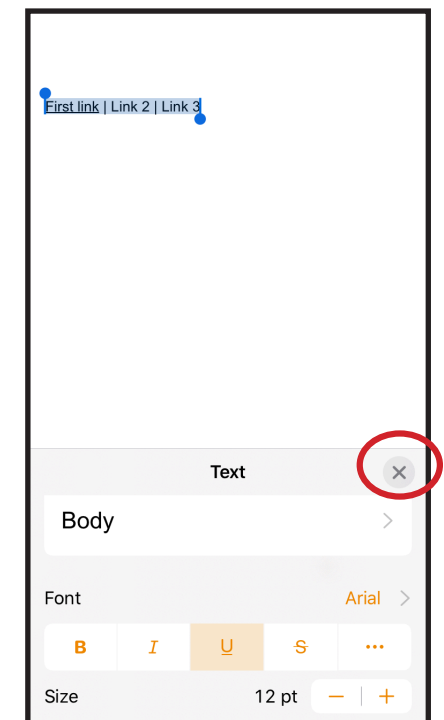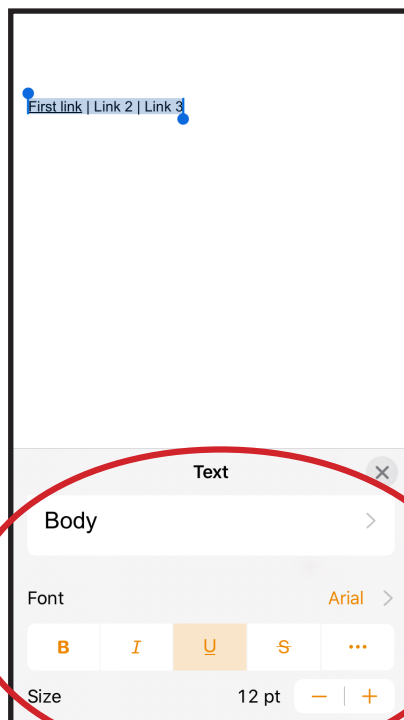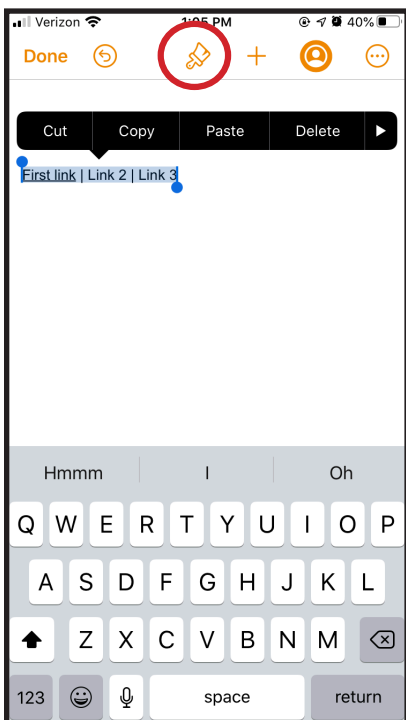
**Step 3.** With the text highlighted, tap copy and proceed to the signature area of the Mail app settings. Start a new line under the number(s) of your signature and tap paste.
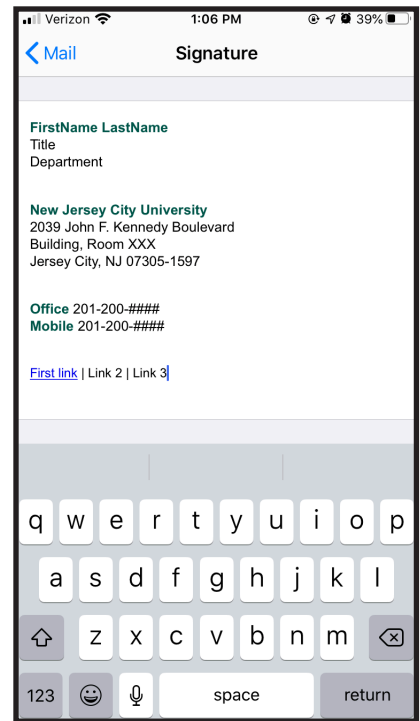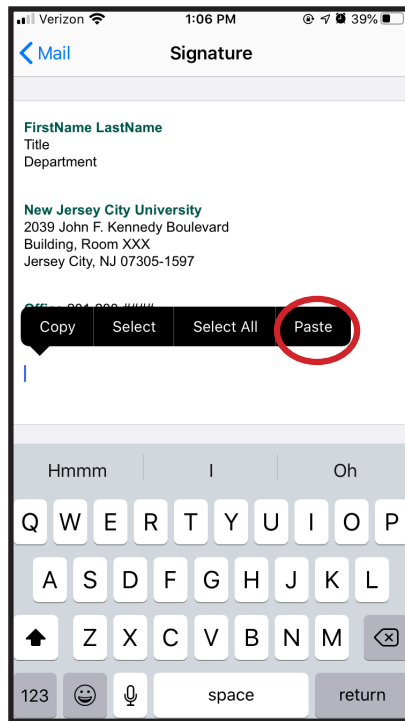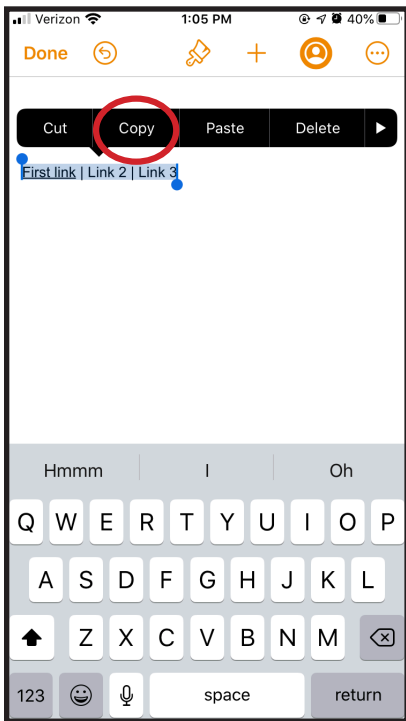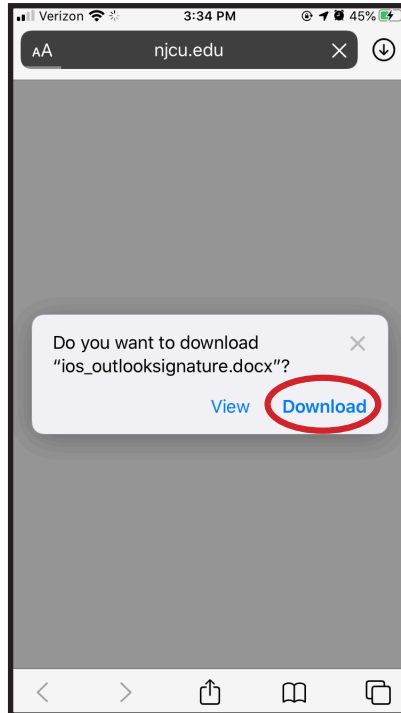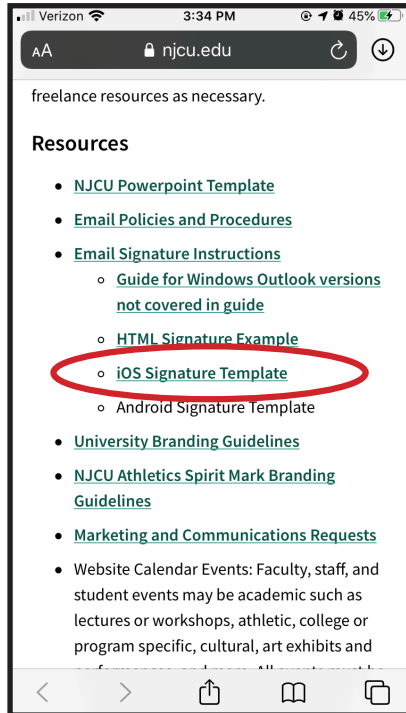
# Outlook for iOS
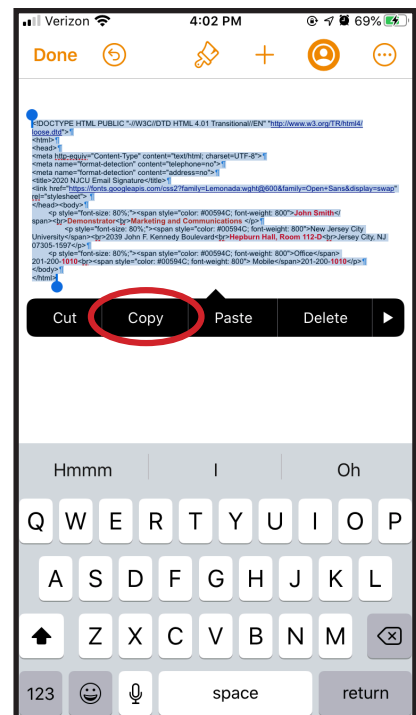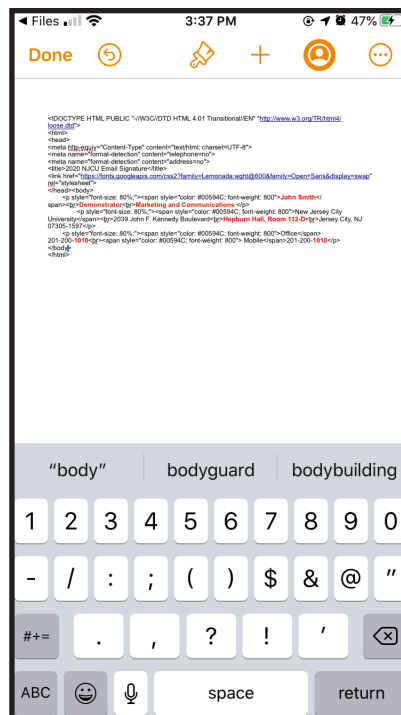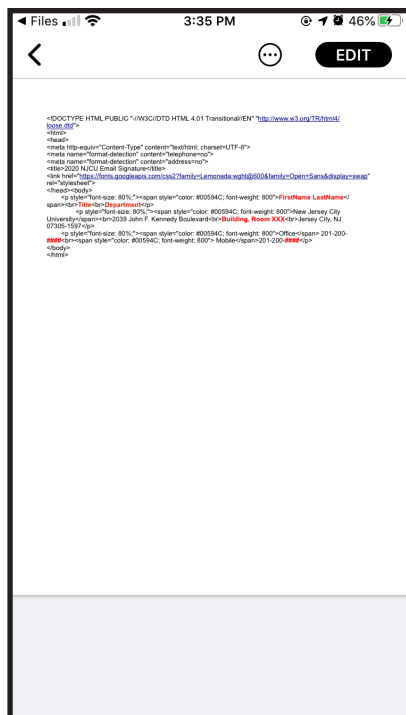
*Method tested and used on iOS 13.6

**Step 1.** Download the template located at the following URL and open with Pages or other text editor:
https://www.njcu.edu/doc/ios-outlook-signature-template
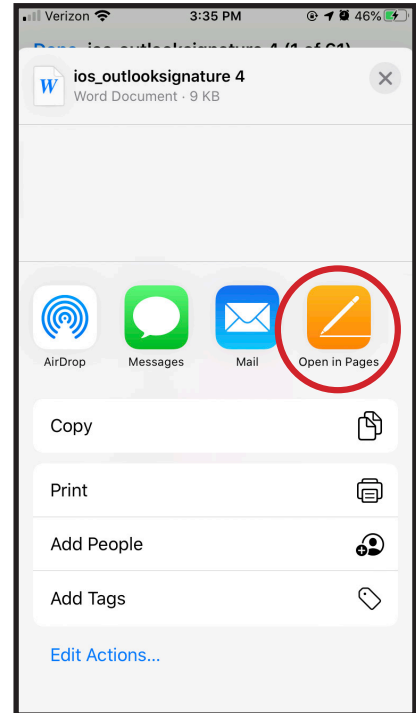


Note: If you do note see "Open in Pages" as an option after accessing the file, you may need to edit your actions or go to "More" displayed as "…" to the right of your options.
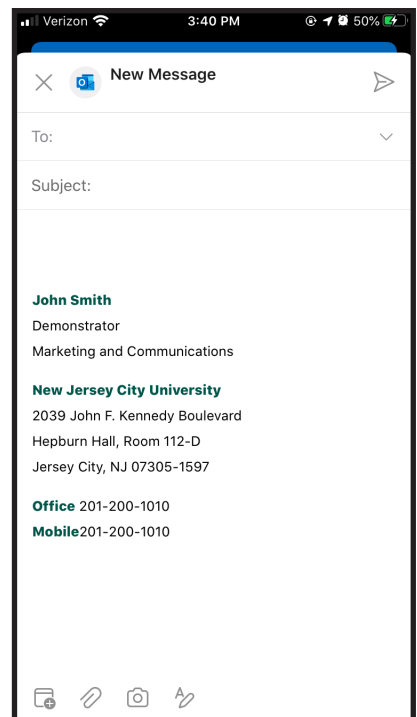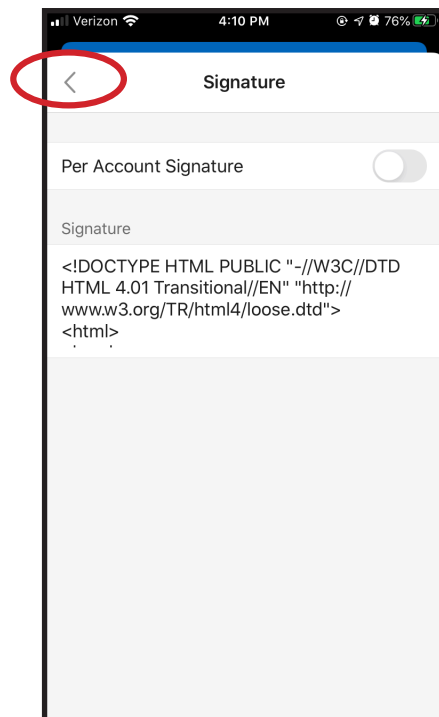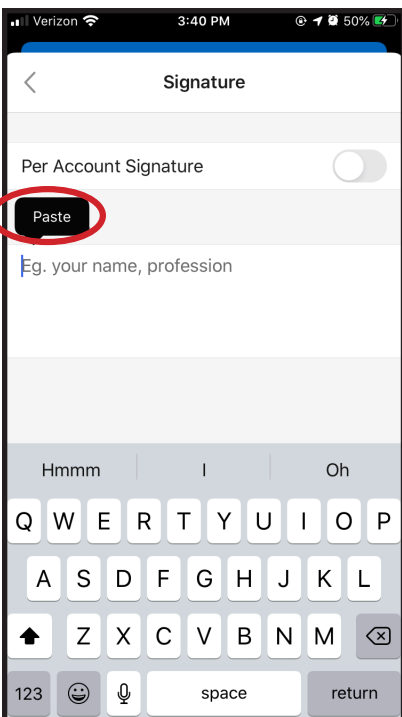
**Step 2.** With the file open, replace the red text with the correct information. Select all and copy the text once you've edited the information.

**Step 3.** Open Outlook app, open settings, and navigate to "Signature."
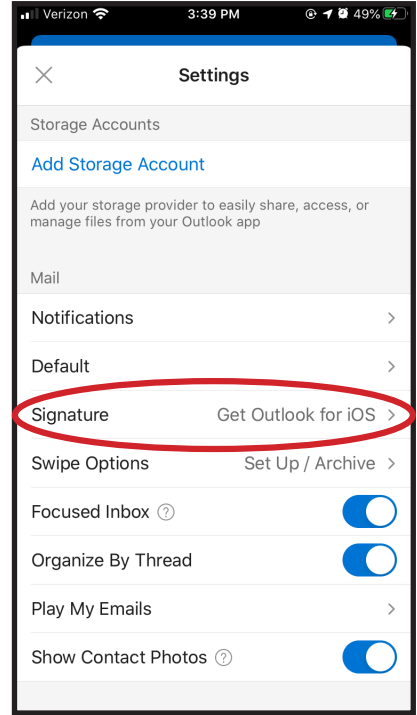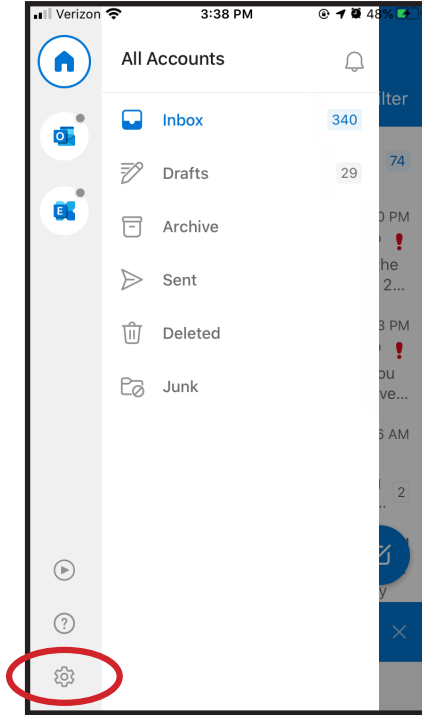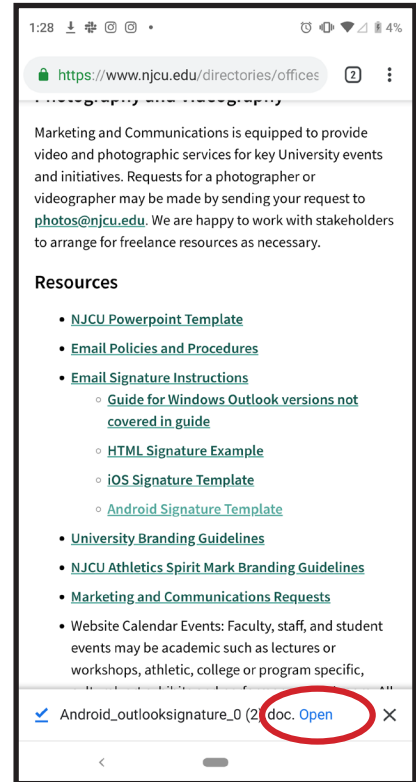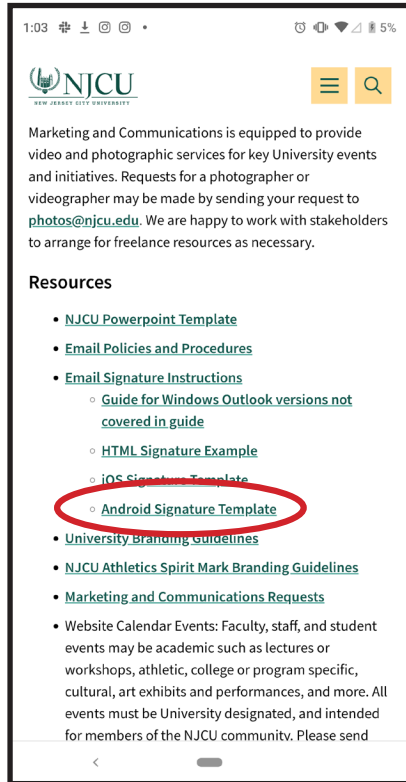


**Step 4.** Once you're in the signature area, paste the copied information from earlier. then click "<".
Your emails should now display your signature going forward

# Outlook for Android
*Method tested and used on Android 9.0

**Step 1.** Download the template located at the following URL and open with Google Docs or other text editor: https://www.njcu.edu/doc/android-outlook-template
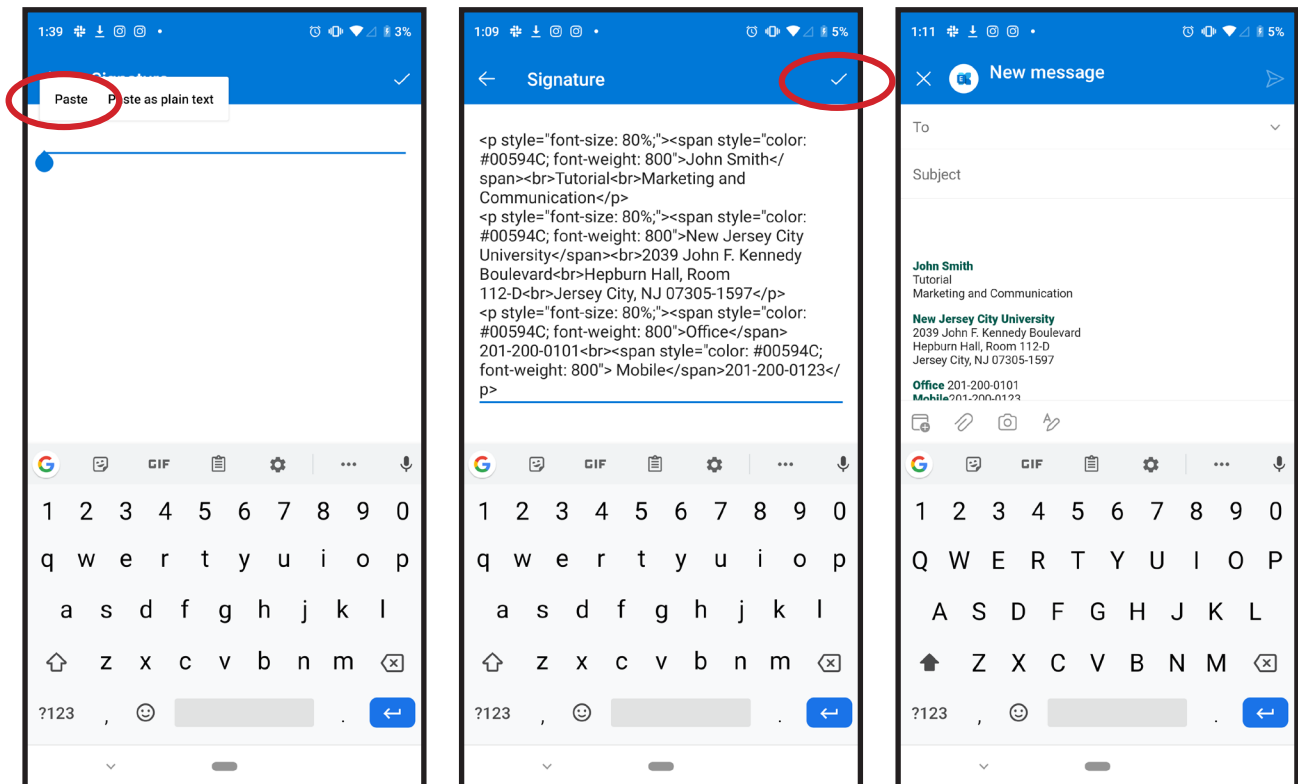


**Step 2.** With the file open, edit and replace the red text with your information. Then select all and copy the text once you've edited the information.
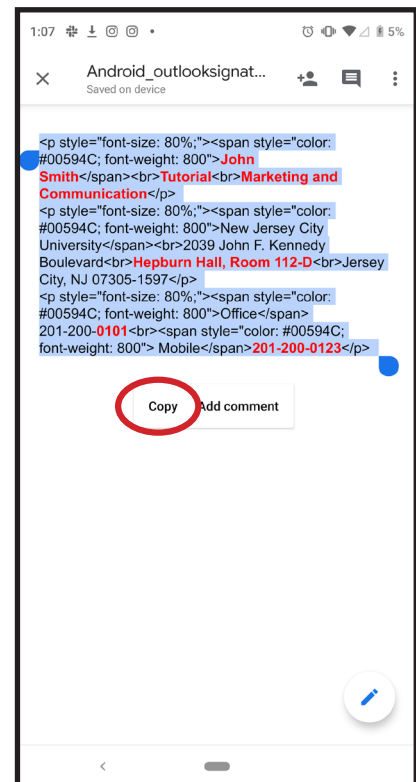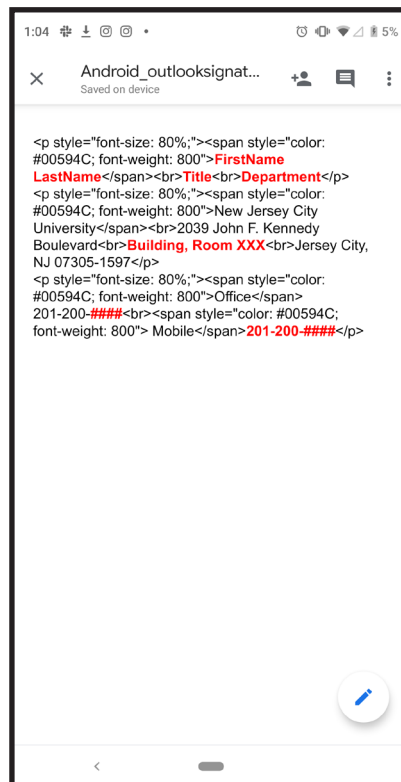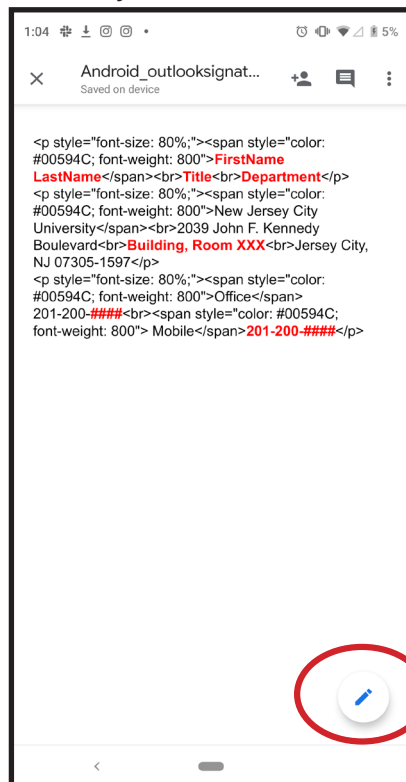
**Step 3.** Open the Outlook application, go to settings, and navigate to "Signature".
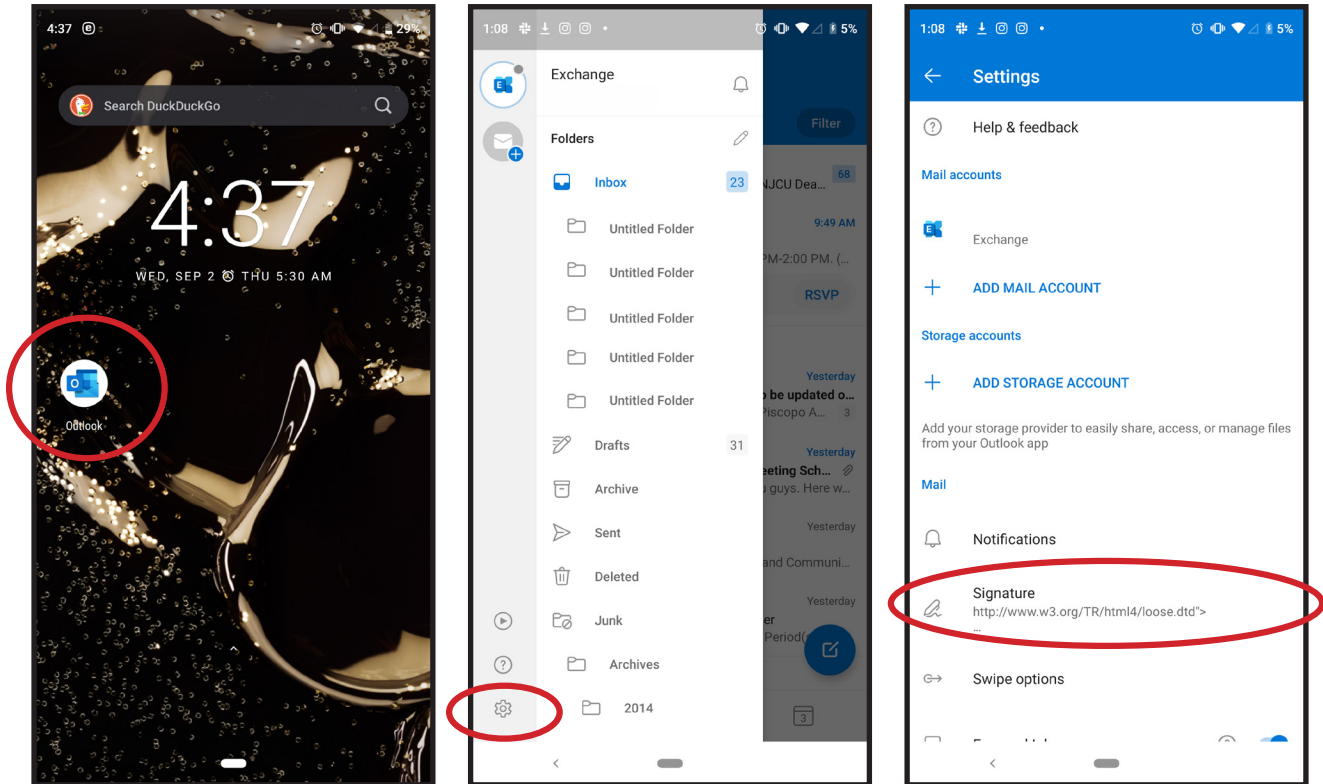


**Step 4.** Once in the Signature area, press and hold until you get the option to paste. Once the text has been pasted in, select the checkmark to save and any new messages sent will have your signature.

**For further information please visit our online website resource at:**
http://njcu.edu/website-resources

or

CONTACT US

**Office of Marketing & Communications**
Hepburn 112-D
webupdates@njcu.edu
201-200-3425