

Configure your fancy e-mail signature

Obtain the marketing approved signature:

1. Open your web browser and visit www.brocku.ca/marketing-communications.
2. Select "**Brock's Brand**" → "**Brand Standards Tool Kit**" on the left side of the page.
3. Click the red "**Here**" from your current page.
4. Enter your mybrocku.ca username and password then click the "**Log in**" button.
5. Once you've logged in, return to this page, which is: http://www.brocku.ca/marketing-communications/brocks_brand/tool_kit
6. Click "**tool kit resources**" in the left-hand menu.
7. Read the "Standardized email signature" documentation provided.
8. With your mouse, highlight the sample signature.
9. Hold down **Ctrl** key and click your mouse and then select **Copy**.

Adding and Editing the Marketing Approved Signature:

1. Open Entourage 2008.
2. In the MAIL component of Outlook, click the **Tools** menu → **Signatures** → **New**.
3. In the "Name" field, type in a label to help you identify this signature.
4. In the below editor, click once in this space to select it, then hold the **Ctrl** key down and click the mouse.
5. Select **Paste** and the signature from the web page should now appear without the Brock logo.
6. Go back to the Brock web page with the sample signature and hold the **Ctrl** key down and select **Copy Image** while hovering over the Brock logo in the sample signature.
7. Go back to Entourage 2008 signature editor and position the cursor to where the logo will be inserted.
8. Hold the **Ctrl** key down and select **Paste** to insert the logo.
9. Change the information within the sample signature to reflect you're your personal information.
10. Carefully review your signature and ensure it is accurate. It should appear to be formatted the exact same way as shown on the web site. Please note that the current sample requires the Brock logo be right hand justified.
11. When completed, click on the top left red button and select **Save**.
12. Click the box next to your new signature to make it default and close the window.