



Configure your Brock e-mail signature

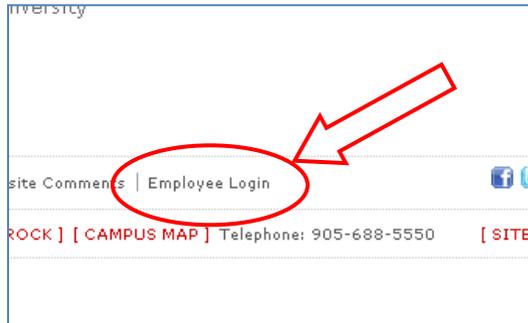
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Obtain the marketing approved signature:

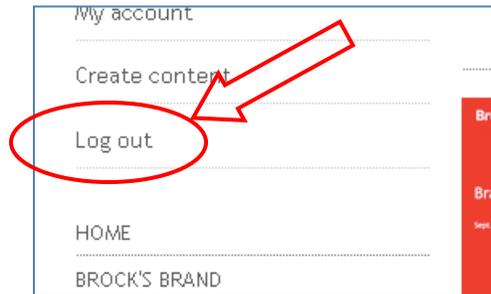
1. Open another browser window or tab and visit "www.brocku.ca".
2. In the bottom right corner of Brock's main page is the employee login link. Click the link.



3. Enter your campus credentials. They are the one you use to log into "my.brocku.ca".

The image shows the "Brock University Login" page. It features a red heading "Brock University Login". Below the heading are two input fields: "Username: *" with the text "jdoe" and "Password: *" with masked characters. Below the password field is a "Log in" button. The text "Enter your Brock University username." and "Enter the password that accompanies your username." is displayed below their respective fields.

4. Click [Here](#) to open the Brand Standards Tool Kit.
5. Scroll down to near the bottom of this page until you find the sample signature.
6. With your mouse, highlight the sample signature on this page, right click on the highlighted section, and left click "copy".
7. Once the sample signature is copied to the clipboard, left-click on "Log out" link on the right side of the page.



Adding and Editing the Marketing Approved Signature:

1. Open Outlook 2003.
2. In the MAIL component of Outlook, click the **Tools** menu → **Options** → **Mail Format** tab.
3. Under Signatures, click **Signatures** → **New**.
4. In the "Enter a name for your new signature", type in a label to help you identify this signature.
5. Ensure "Start with a blank signature" is selected and click **Next**
6. Click on the **Advance Edit** button and a blank Microsoft Word document should open.
7. In Word select **Edit** → **Paste**. The signature from the web page should now appear.
8. Change the signatures information to make it your own.
9. Double-check the signature information to ensure all of the data is accurate, and then select **File** → **Save** → **File** → **Exit**.
10. The raw data should appear in the Create Signature window. Please note that the logo will not display in this window.
11. Click **OK** to commit this signature.
12. To assign the signature to your e-mails, use the drop-downs in the "Signature for new messages" and "Signature for replies and forward" field and select the signature we just created.