Signature Instructions - PC

1. Download the signature image of your choice from: https://i.slcc.edu/institutionalmarketing/branding-guidelines/templates.aspx.
2. Open Microsoft Outlook
3. Choose File > Options > Mail > Signatures… > New
4. Name your signature (EX: "Jane Doe – 75th Anniversary) and then click "OK"
5. Click in the "Edit signature" box and add your name, title, email, or any other text and then format the text as you'd like
6. Click the "add image" icon to insert your signature image
7. Select the signature image and click the "hyperlink" icon. Then, type the URL you want to link to in the "Address" bar and click "OK". (Note: your URL must include http://www. for the link to work properly.)
8. To change the size of the image, right click the image, choose "picture", and then click on the "size" tab. Change the "height" percentage, then click "OK". (Note: continue this step until your image is the right size.)
9. Under "Choose default signature" change the "New messages:" and the "Replies/forwards:" options to your new signature name. Then, click "OK" twice
10. To test your signature, choose "New Email" to compose a new message and your new signature should appear. (Note: you may not be able to click on the image in your signature and get a webpage to open until after you send the email. You can send a test email to yourself.)

Signature Instructions - MAC

1. Download the signature of your choice from: https://i.slcc.edu/institutionalmarketing/branding-guidelines/templates.aspx
2. Open Microsoft Outlook
3. Click on Outlook in the left corner of the top menu>Preferences>Signatures
4. In the dialog box, select Standard and click Edit
5. In the body of the "Edit Signature" box, type any text you want to appear above the image such as your name, title, email and phone number
6. Format the text as desired
7. Choose the option to add a picture and select Picture from File. Insert your logo from your download folder
8. Resize the image to your liking
9. You can add a hyperlink to your image by clicking on the logo, then the link icon.
10. In the "Edit hyperlink" dialog box, type the URL you want to link to in the "Address" bar, then click "OK"
11. When finished, save your signature by choosing File>Save and then close the Edit Signature box
12. In the signature dialog box, under "Choose Default Signature," select "New Messages" and "Replies Forward" to ensure your new email signature appears in your future messages
13. Close the Signatures dialog box
14. To test your signature, choose "New Message" to compose a new email. Your new signature should appear.

Alt Text Instructions
Visit: http://www.slcc.edu/accessibility/accessible-documents/alt-text.aspx