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# Email Signature Setup

The following should done within Algonquin College’s most current verison of Microsoft Outlook for best results.

1. Open new email message
2. Click signature icon  then “Edit Signatures”
3. In popup window, select “New” (or ‘+’ on Mac)
4. Copy and paste signature of your choice into text field
5. Click note pad icon  and select “Keep Source Formatting” to retain styling
6. Personalize signature as required
7. Choose default signature settings as desired
8. Name signature as desired
9. Close window to save

## No Logo Options

Copy and paste email signatures shouldn’t include image files. While flexibility is provided, variations should have no less information than in option #1 and no more than option #5. **1.
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

 **Algonquin College**

**2.
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

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**5.
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

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## Logo Versions

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## Logo Versions (Pembroke)

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## Logo Versions (Perth)

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## Logo Versions (Online)

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## Logo Versions (All Domestic Campuses)

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## Logo Versions (Kuwait)

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