# 

# 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 /Users/alex/Desktop/signature_icon.png 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 /Users/alex/Desktop/Screen Shot 2018-05-16 at 8.53.52 AM.png 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)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College**

**Our Mission:** To transform hopes and dreams into lifelong success

**4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

**5.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

## Logo Versions

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

****

**2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success

****

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success  
 ****

**4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

****

## Logo Versions (Pembroke)

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

****

**2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success

****

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

**  
  
  
4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

****

## Logo Versions (Perth)

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**  
2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success

****

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success  
 ****

**4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success  
 ****

## Logo Versions (Online)

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

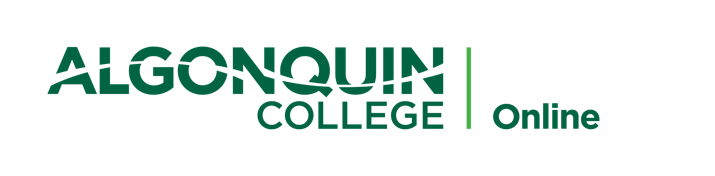
**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

****

**2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success

**A picture containing object

Description automatically generated**

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

**A picture containing object

Description automatically generated  
  
  
4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

**A picture containing object

Description automatically generated**

## Logo Versions (All Domestic Campuses)

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

****

**2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success

****

**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

**  
  
  
4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success

****

## Logo Versions (Kuwait)

While copy and paste email signatures shouldn’t include image files, the option has been provided per popular demand. While flexibility is provided, variations should have no less information than in option #1 and no more than option #4.

**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada



**2.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

**Our Mission:** To transform hopes and dreams into lifelong success



**3.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[algonquincollege.com](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success  


**4.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

Room/Office A000, Building Name

**T** 613.727.4723 x1234

**C** 613.555.5555

**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

[LinkedIn](https://ca.linkedin.com/edu/algonquin-college-of-applied-arts-and-technology-10834) [Twitter](https://twitter.com/AlgonquinColleg) [Website](http://algonquincollege.com/)

**Our Mission:** To transform hopes and dreams into lifelong success  
