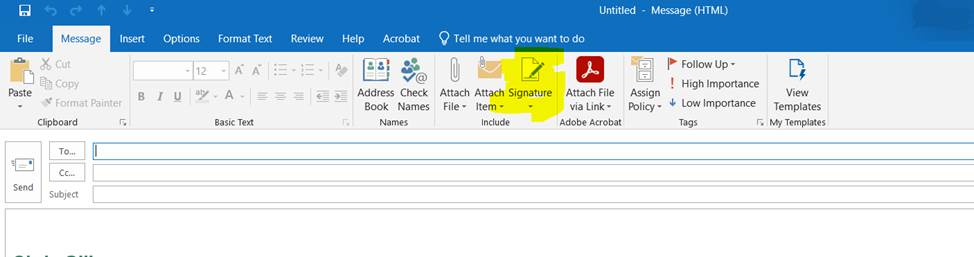
# 

# **Email Signature Setup**

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

Open new email message

Click signature icon /Users/alex/Desktop/signature_icon.png then “Edit Signatures”



In popup window, select “New” (or ‘+’ on Mac)

Copy and paste signature of your choice into text field

Graphical user interface, text, application

Description automatically generated

Name the new signature as desired. Then you need to copy the desired signature from the word doc available on the marketing site.

From there, right click in the edit signatures section and under paste options select keep source formatting: Edit as required

Graphical user interface, application

Description automatically generated

## **Email Disclaimer**

**Policy IT01 under Section 2.7(12)**

Employees and contractors with College provided email accounts must use the following automatically generated email disclaimer at the bottom of all emails:

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## **No Logo Options**

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Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College**

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**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234  
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**T** 613.727.4723 x1234  
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Room/Office A000, Building Name  
**T** 613.727.4723 x1234

**C** 613.555.5555

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**Logo Versions (Online)**

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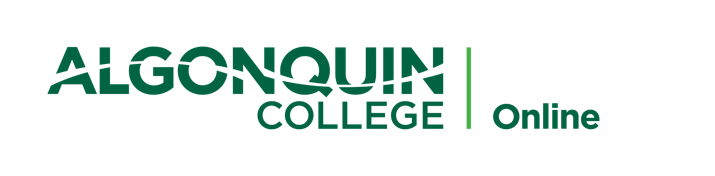
**1.   
Firstname Lastname**

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

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**A picture containing object

Description automatically generated**

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**A picture containing object

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**Logo Versions (All Domestic Campuses)**

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