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# **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  then “Edit Signatures”



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

Copy and paste signature of your choice into text field



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



## **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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 **2.
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**Title**

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**T** 613.727.4723 x1234
**Algonquin College** | 1385 Woodroffe Avenue | Ottawa | ON | K2G 1V8 | Canada

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**T** 613.727.4723 x1234

**C** 613.555.5555

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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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