# **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:

*This email is intended solely for the addressee(s) and is Confidential. If you received this in error, any disclosure, copying, or distribution is prohibited. Please reply and inform the sender and delete all copies. Thank you.*

## **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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College**

**2.
Firstname Lastname** (Pronoun optional)

**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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234
**Algonquin College**

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**4.
Firstname Lastname** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

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

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**5.
Firstname Lastname** (Pronoun optional)

**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/)

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**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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

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

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 **2.
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**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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1 College Way | Pembroke | ON | K8A 0C8 | Canada

****

 **2.
Firstname Lastname** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1 College Way | Pembroke | ON | K8A 0C8 | Canada

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 **3.
Firstname Lastname** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 1 College Way | Pembroke | ON | K8A 0C8 | Canada

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 **4.
Firstname Lastname** (Pronoun optional)

**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** | 1 College Way | Pembroke | ON | K8A 0C8 | Canada

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**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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 7 Craig Street | Perth | ON | K7H 1X7 | Canada

****

 **2.
Firstname Lastname** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 7 Craig Street | Perth | ON | K7H 1X7 | Canada

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 **3.
Firstname Lastname** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

**Algonquin College** | 7 Craig Street | Perth | ON | K7H 1X7 | Canada

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 **4.
Firstname Lastname** (Pronoun optional)

**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** | 7 Craig Street | Perth | ON | K7H 1X7 | Canada

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**Logo Versions (Online)**

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**1.
Firstname Lastname** (Pronoun optional)

**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** (Pronoun optional)

**Title**

Primary Unit Name, Secondary Unit Name (if applicable)

**T** 613.727.4723 x1234

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

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**Logo Versions (All Domestic Campuses)**

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