As part of the NYIT brand refresh, please follow these instructions to implement the new standardized email signature into your email client.

In order to provide a consistent look and execution, please follow the best practices below:
- For each signature option, Mobile, Fax, and Skype are optional.
  All other information must be included.
- Only change the content outlined in the procedures below. Do not attempt to change any formatting in your email client. This will adversely affect the way in which the email is sent and increase the risk of emails being flagged as spam.
- The following format should be used for your location(s):
  Building | Room | Campus [1855 Broadway | Room 1200 | Manhattan Campus]
- Social media icons are linked to the official NYIT channels. If you wish to direct them to a different NYIT channel [ie. Career Services Twitter], you must contact Communications + Marketing to customize the HTML files.
- It is recommended that you use 2 different signatures:
  Use a full signature when sending emails to outside contacts or formal emails.
  Use the short signature when sending internal emails or forwarding to or replying to an email chain. (Outlook Webmail only allows for 1 signature.)

Known Issues:

- When attaching a file to the email, the signature file may also show up as an attachment, depending on the recipient's email client.

- The image may not show up if the recipient blocks images from showing in their email client.

- Some third-party programs can not read HTML emails (i.e. BaseCamp). In these situations it is not recommended to use an email signature.

- When a recipient replies to an email, the signature images may show up as attachments or the images may not show.

How to Install:
Choose your email client

1 Open http://www.nyit.edu/files/email_signature/ in a web browser, click the signature you want to install (this will open a new page), then using keyboard commands, select all the content displayed in the browser by pressing the "CTRL" key and the "A" key, then copy by pressing "CTRL" key and the "C" key, and follow the steps below:
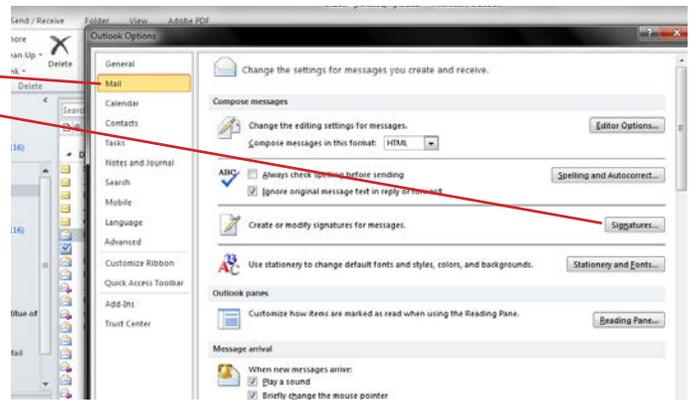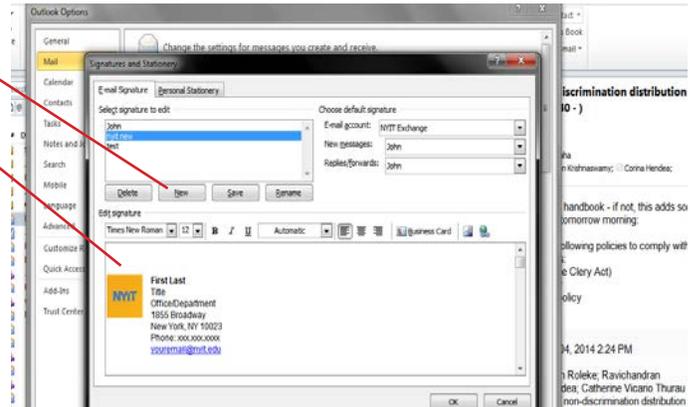
2 Open Outlook and open Options

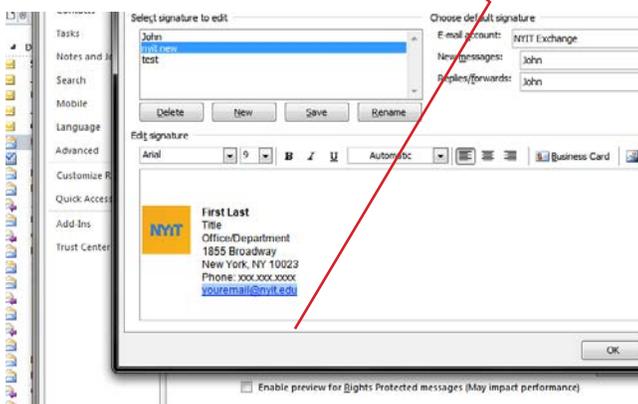**3** Select
Mail > Signatures

4 Create a new signature

Paste the contents from your clipboard into the edit box pressing CTRL+V, and enter your contact information
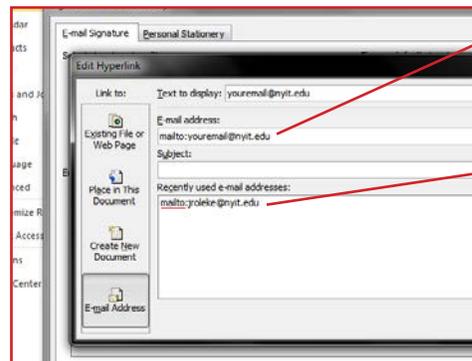
5 Highlight your email address and edit the hyperlink

6 *Enter your email twice*
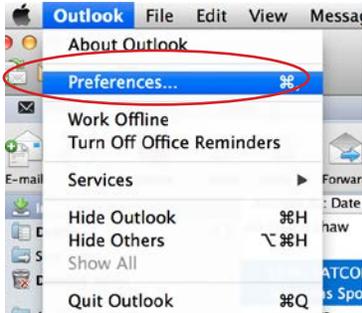*NOTE: Be sure to keep mailto: prior to your email address to keep a valid hyperlink*

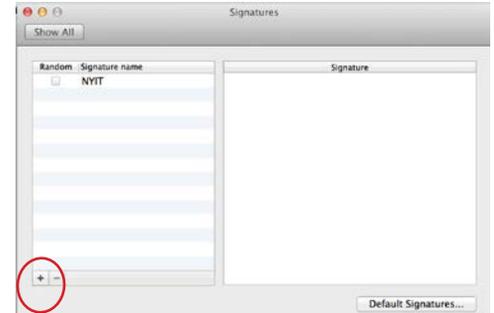**7** Using the same process, create a new short signature for internal and forwarding/replying.

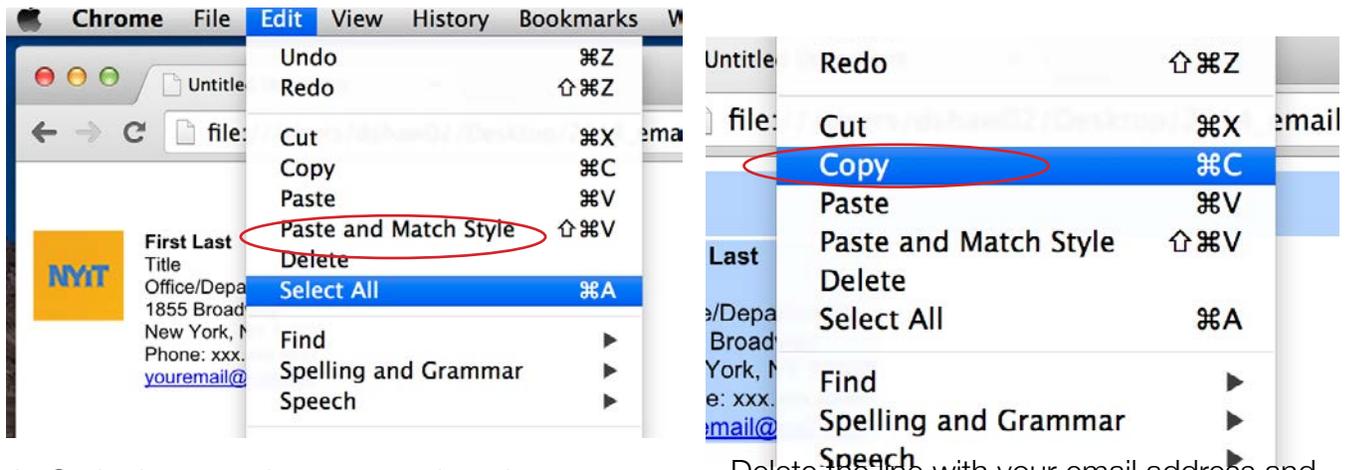**1** Open the signature settings and create a new signature file by clicking on Preferences.

2 Then click on Signatures

3 Add a new signature by clicking on +

4 Open http://www.nyit.edu/files/email_signature/ in a web browser [CHROME OR FIREFOX ONLY], click the signature you want to install (this will open a new page), then using keyboard commands, select all the content displayed in the browser by pressing "command ⌘" key and the "A" key, then copy by pressing the "command ⌘" and the "C" key, and follow the steps below:
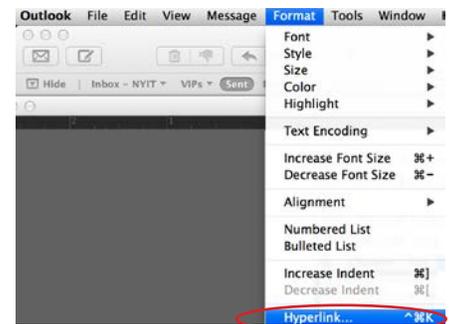
5 In Outlook, paste the contents into the signature section and enter your contact information.

6 Delete the line with your email address and retype the full address. Select your email with the cursor and right click on it. Go to the Format menu and select Hyperlink.

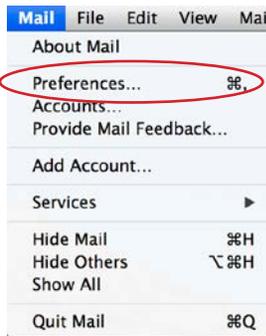Type mailto: youremail@nyit. edu replacing "your email" with your user name. Close the window and you are finished.

7 Using the same process, create a new short signature for internal and forwarding/ replying.

Installing the email signature into Apple Mail

1 Open the signature settings and create a new signature file following the steps 1, 2, and 3. NOTE: Be sure to select the proper account to use the signature.
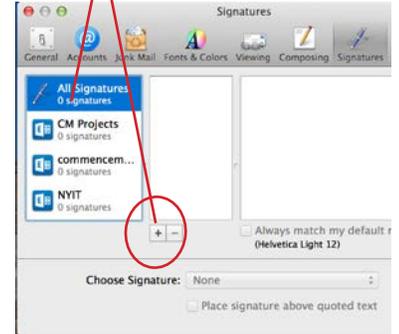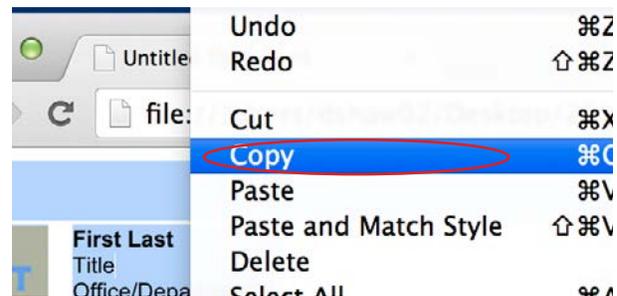
2 Select Signatures

3 Add a new signature by clicking on your email account then the + button

4 Open http://www.nyit.edu/files/email_signature/ in a web browser [CHROME OR FIREFOX ONLY], click the signature you want to install (this will open a new page), then using keyboard commands, select all the content displayed in the browser by pressing "command ⌘" key and the "A" key, then copy by pressing the "command ⌘" and the "C" key, and follow the steps below:

5 In Apple Mail, paste the contents into the signature section and enter your contact information. Note: You will not see the NYIT logo, it should only show a question mark box.

David Shaw
Video Editor/Videographer
Office of Communications and Marketing
1855 Broadway
New York, NY 10023
Phone: 646.273.6123
davidshaw@nyit.edu

6 Update the hyperlink to your email address, selecting the email line with the cursor and right click on it, then select Link / Edit Link

Change youremail@nyit.edu to your email address. You must leave the mailto: in order for the link to work. Click OK to finish the updating process.
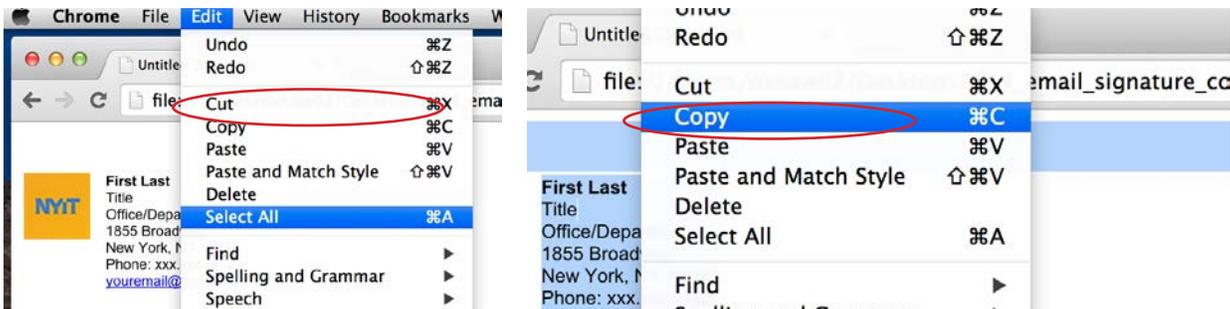
7 Using the same process, create a new short signature for internal and forwarding/replying.
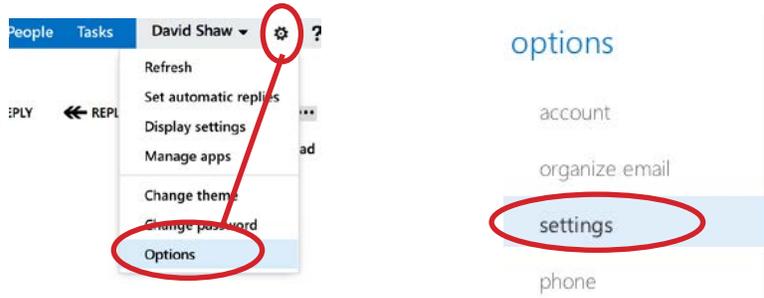
1

Go to the NYIT webmail page [http://outlook.nyit.edu] and log in.
In a separate tab or window, Open http://www.nyit.edu/files/email_signature/ in a web browser [use the same web browser for the entire process], click the signature you want to install (this will open a new page), then using keyboard commands, select all the content displayed in the browser by pressing "command ⌘" key and the "A" key, then copy by pressing the "command ⌘" and the "C" key, and follow the steps below:
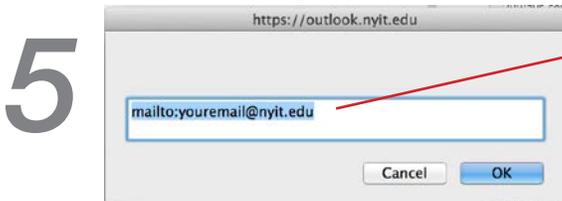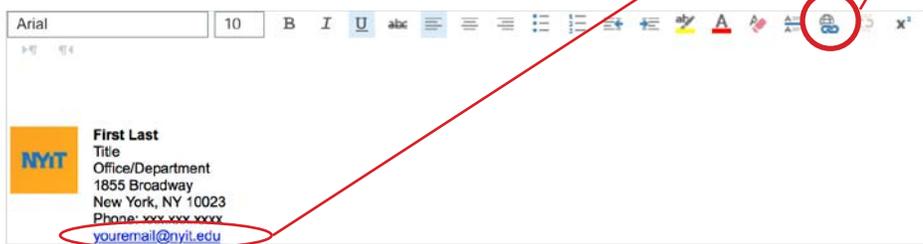(If using a Windows computer, use the "CTRL" key instead of the "command ⌘" key.)

2

Go back to the webmail tab or page and open the options tab from the top right of the screen and select settings from the options menu.

3

In the email signature section, paste the content from your clipboard and update the text with your information.

4

Update the hyperlink:
Highlight your email address and select "Insert Hyperlink".

5

Keeping the mailto:, enter your email address after the colon and click OK.

At the bottom of the page, hit Save and the process will be finished.