

## Installing the Standardized Email Signature

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:

- 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 pronouns are optional.
- The following format should be used for your location(s):  
Building, Room #, Campus  
*E.g., 1855 Broadway, Room 1200, Manhattan Campus*
- By default, we include two location(s). If you only have one location, simply delete the second one.
- You must include a telephone number. Cell and fax are optional.
- Social media links are optional and linked to the official NYIT channels by default. You can edit these to go to different NYIT channels [ie. Your department's Twitter].

### Known issues

- The image may not show up if the recipient blocks images from displaying in their email client.
- When a recipient replies to an email, the signature images may show up as attachments or the images may not show.

If you have any questions, please email [joseph.boccagno@nyit.edu](mailto:joseph.boccagno@nyit.edu)

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## How to Install

Choose your client:

<b>OUTLOOK – WINDOWS</b>	<b>2</b>
<b>OUTLOOK – MAC</b>	<b>3</b>
<b>APPLE MAIL</b>	<b>4</b>

## Installing the email signature into Outlook – Windows

1. Open [https://www.nyit.edu/files/scea/email\\_signature.html](https://www.nyit.edu/files/scea/email_signature.html) in a web browser.
2. Select all the content displayed in the browser by pressing **CTRL+A**.
3. Copy the selected content by pressing **CTRL+C**. The information will be copied to your clipboard.
4. Open Outlook and select **File > Options**.
5. Select **Mail** and click on the **Signatures** button (found under *Create or modify signatures for messages*).
6. To create a new signature, select the **New** button.
7. In the New Signature dialog box, provide a name for this signature (i.e. **NYIT Signature**). This is to help you recognize and use your new signature.
8. Paste the contents from your clipboard into the edit box by pressing **CTRL+V**
9. Edit all of the information. To edit your email address:
  - a. Highlight **youremail@nyit.edu** and select the **Link** button.
  - b. Under **Link to**, click **E-mail Address**
  - c. Enter your address in the **Text to display** and **E-mail Address** fields. NOTE: Be sure to keep **mailto:** prior to your email address in **the E-mail Address** field).
  - d. Press **OK**
10. Under **Choose default signature**, select the name you created in Step 7 in the **New messages** and **Replies/forwards** drop-down fields.
11. Select **Save** and close the window.

## Installing the email signature into Outlook – Mac

1. Open [https://www.nyit.edu/files/scea/email\\_signature.html](https://www.nyit.edu/files/scea/email_signature.html) in a web browser (CHROME OR FIREFOX ONLY).
2. Select all the content displayed in the browser by pressing **Command⌘+A**.
3. Copy the selected content by pressing **Command⌘+C**. The information will be copied to your clipboard.
4. Open Outlook and select **Outlook > Preferences**.
5. Select **Signatures**.
6. To create a new signature, select the **+** button.
7. In the Signature name field, provide a name for this signature (i.e. **NYIT Signature**). This is to help you recognize and use your new signature.
8. Paste the contents from your clipboard into the Signature box by pressing **Command⌘+V**.
9. Edit all of the information. To edit your email address:
  - a. Right click on **youremail@nyit.edu** and select **Hyperlink**
  - b. Enter your address in the **Text to display** and **E-mail Address** fields.
  - c. Press **OK**
10. Under **Choose default signature**, select the name you created in Step 7 in the **New messages** and **Replies/forwards** drop-down fields.
11. Select **Save** and close the window.

## Installing the email signature into Apple Mail

1. Open [https://www.nyit.edu/files/scea/email\\_signature.html](https://www.nyit.edu/files/scea/email_signature.html) in a web browser (CHROME OR FIREFOX ONLY).
2. Select all the content displayed in the browser by pressing **Command⌘+A**.
3. Copy the selected content by pressing **Command⌘+C**. The information will be copied to your clipboard.
4. Open Apple Mail and select **Mail > Preferences**.
5. Select **Signatures**.
6. In the left column, select Exchange.
7. To create a new signature, select the **+** button under the middle column.
8. In the middle column, provide a name for this signature (i.e. **NYIT Signature**). This is to help you recognize and use your new signature.
9. Under the right column, make sure “Always match my default message font” **not selected**.
10. In the right column, delete any text that may appear.
11. Paste the contents from your clipboard into this column box by pressing **Command⌘+V**. NOTE: You will not see the NYIT logo. You will either see a blank box or question mark.
12. Edit all of the information. To edit your email address:
  - a. Replace **youremail@nyit.edu** with your actual email address.
  - b. Right click on your address and select **Link > Add Link**
  - c. In the pop-up field, type **mailto:youraddress@nyit.edu** (replacing youraddress with your actual email address).
  - a. Press **OK**
13. In the Choose Signature drop-down field, select the name you created in Step 8.
14. Close the window.