

# Steps to Create the University Email Signature - MAC

Begin by visiting the [Communications webpage](#) to download the University logo under the **email signatures** submenu.

**With MAIL** (Steps WITH OUTLOOK follow)

- Go to the MAIL menu, and click on PREFERENCES (⌘,)
- Select the SIGNATURES tab.
- Select the account EXCHANGE and click on the small [+] at the bottom of the list of signatures. Name the signature.
- Hit [ENTER] three times to allow space between the end of your email body text and the signature block. Then, drag and drop the University logo into the content-signature window. Hit [ENTER] under the logo to allow space between the logo and your contact information.
- Then add your information following the example below. Please enter your TITLE in capital letters. Same for SCHOOL or DEPARTMENT if you need to specify it.

[ENTER]  
*Bishop's University logo*  
[ENTER]  
First and last Name  
ENGLISH TITLE  
TITRE FRANÇAIS  
DEPARTMENT OR SCHOOL (optional)  
819-822-9600 x 2222  
[ENTER]  
ubishops.ca

Here is a visual reference to guide you while formatting of your signature.



*[Bishop's logo]*

**Karine Sirois**  
GRAPHIC DESIGNER  
DESIGNER GRAPHIQUE  
COMMUNICATIONS OFFICE  
819-822-9600 x 2054

[ubishops.ca](http://ubishops.ca)

[enter]  
<--- **Verdana bold 12, Lower Case, colour = 4F2D7F**  
<--- Verdana regular 12, CAPITAL LETTERS, colour = gray 50%  
<--- [optional]  
<--- Verdana regular 12, «x» in lowercase, colour = 4F2D7F  
[enter]  
<--- Verdana regular 12, lowercase, colour = 4F2D7F

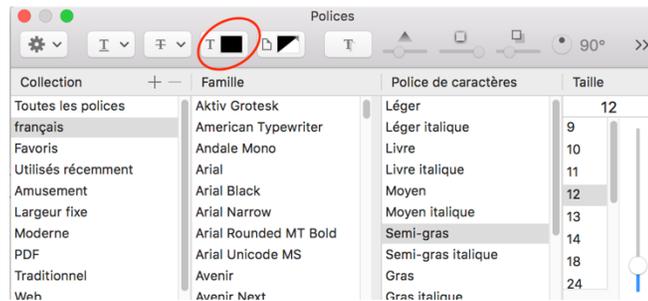
- Select all your contact information and go to the FORMAT menu and click on SHOW FONT (⌘T). Apply the font named VERDANA and size 12. Then, assign the **bold** style to your first and last name only.

\*\*\*Due to discrepancies in individual users' computer settings, selecting a 12-point font might result in the signature text block appearing larger than the recommended 12-point font. If you encounter this problem, please consider reducing the font size for the signature. A 9-point font would be the minimum acceptable font size to mitigate this technological limitation, if you encounter it.

- Select the address "ubishops.ca". Go to the EDITION menu and click on ADD A LINK (⌘K). Type: www.ubishops.ca in the window provided and click OK. (Hyperlink may have been automatically created.)

### Colour assignment:

- Select your English and French title and, still in the font window, go to the colour icon.



A small "colours" window will appear. Select the second tab (RGB). Using the drop-down menu, select RGB Sliders and assign level 150 for each colour field, red, green, and blue. This will result in a medium gray.

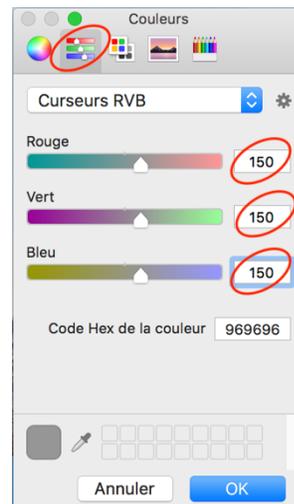
Then select your first and last name and in the same way, insert the following data:

Red: 88

Green: 44

Blue: 131

This will result in Bishop's purple.



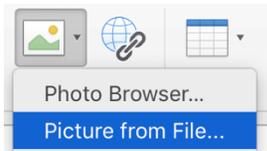
In the same way, apply this colour by selecting the phone number and ubishops.ca address.

Finally, consider choosing your new signature as the default signature, by clicking the checkbox. Quit MAIL to apply the changes and relaunch the application.

Your official Bishop's email signature is complete!

## WITH OUTLOOK

- Create a new message and click on SIGNATURE
- Click SIGNATURE: edit signatures. Then click on [+] and a window will open to compose the new signature.
- In the EDIT SIGNATURE window, first hit [ENTER] three times to allow space at the end of your email body text before the signature block. Click on the IMAGE icon "Image from File" to insert the University logo that you saved on your computer beforehand. Click Insert. Do not scale the logo.



- Hit [ENTER] under the logo to allow space between the logo and your contact information.
- Then add your information following the example below. Please enter your TITLE in capital letters.

[ENTER]

*Bishop's University logo*

[ENTER]

First and last Name

ENGLISH TITLE

TITRE FRANÇAIS

DEPARTMENT OR SCHOOL (optional)

819-822-9600 x 2222

[ENTER]

ubishops.ca

Here is a visual reference to guide you while formatting of your signature.



[Bishop's logo]

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[ubishops.ca](http://ubishops.ca)

[enter]

<--- **Verdana bold 12, Lower Case, colour = 4F2D7F**

<--- Verdana regular 12, CAPITAL LETTERS, colour = gray 50%

<--- [optional]

<--- Verdana regular 12, «x» in lowercase, colour = 4F2D7F

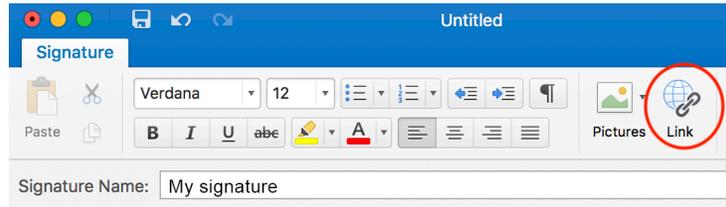
[enter]

<--- Verdana regular 12, lowercase, colour = 4F2D7F

- Now, select all your contact information and assign the font named VERDANA and size 12. Give the **bold** style to your name and surname only.

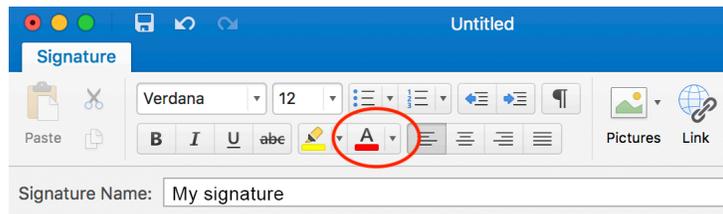
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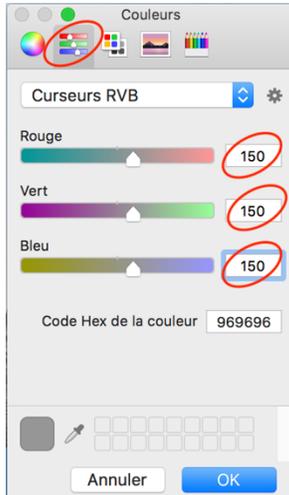
- Select the address "ubishops.ca". Click on the LINK icon and enter [www.ubishops.ca](http://www.ubishops.ca) in the window provided and click OK.



#### Colour assignment:

- Select your TITLE and click the drop-down menu of colors and select MORE COLOURS.





A small "colors" window will appear.

Select the second tab (RGB) and assign the level 150 for each field of the color is red, green, and blue, resulting in a medium gray.

- Then select your first and last name and in the same way, insert the following data:  
Red: 88  
Green: 44  
Blue: 131

This will result in Bishop's purple.

- Apply this color by also selecting the phone number and ubishops.ca address.

Your official Bishop's signature is complete!

You can save it by clicking on the FLOPPY DISK/SAVE icon in the window header. Finally, select your new signature as the default signature and click save.

Your result should look like this:



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