

Steps to Create the University Email Signature - PC

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

WITH OUTLOOK

- Create a new message and click on SIGNATURE.
- In the Signatures window, click NEW and name the new signature.
- In the EDIT SIGNATURE window, first hit [ENTER] three times to allow space between the end of your email body text and the signature block. Click on the IMAGE icon 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. 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

[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

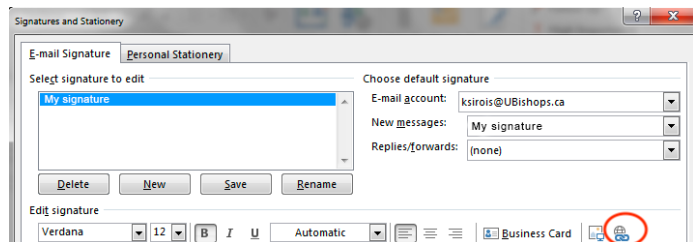
[enter]

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

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

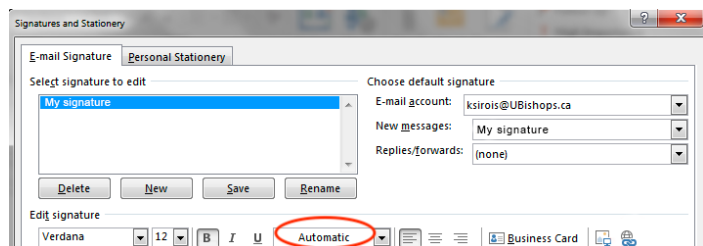
***Due to discrepancies in individual users' computer settings, selecting a 12-point font might result in the signature text block appearing larger than the recommended 12-point font. If you encounter this problem, please consider reducing the font size for the signature. A 9-point font would be the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

- Select the address "ubishops.ca". Click on the LINK icon and enter www.ubishops.ca in the window provided and click OK



Color assignment:

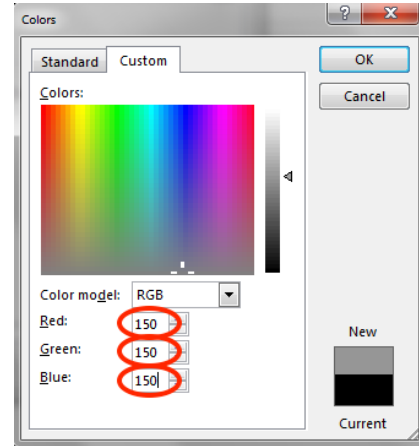
- Select your TITLE and click the drop-down menu of colours and select MORE COLOURS



- Click on the CUSTOM tab (colour model: RGB) and assign the 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.



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

Your official Bishop's email signature is complete!
Finally, consider choosing your new signature as the default signature.

Your result should look like this:



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