Please follow these guidelines when creating your email signature:

- The University logo should be a linked/hosted file
- Avoid using personal quotes
- Phone numbers should use dashes instead of periods to enable dialing features on smart phones

How to create or edit your signature in Outlook:

1. Open Outlook on your computer.

2. From the menu bar at the top, click on the File Tab > Options and then select the "Mail" option on the left.
3. Click on the "Signatures" button.
4. *If you already have a signature created, you can ignore this step and simply select your existing signature.*
   Click on "new" and name the new signature, the name is for your reference only.
5. **Copy and paste the following into your box, make changes to your name, department and other contact information as needed.**

LAUREN DEBIAK
Director of Marketing
Office of Public Relations & Marketing
O 816-501-4232 **F** 816-501-4232

1100 Rockhurst Road
Kansas City, MO 64110
www.rockhurst.edu

Insert logo here

Logo: Insert the logo under the last line of text. The recommended application is to insert the University primary logo with the tagline. For a shorter email signature, do not include the logo. Note: only employees who represent the athletic department may include the athletic logo in their email signature. It is very important that when you add the logo to your signature that it be a link to the image on the website and not an actual image in your e-mail. The reason this is important, is that your signature may come across as an attachment in some mail programs. Please follow the next steps very carefully and be sure to choose the drop down menu and choose "Link to File" instead of Insert which is the default.

At the bottom of your signature under the Rockhurst website address, click on the Insert Picture button in Outlook to add the logo. It looks like this:

Picture

6. Once you click this, you will get a dialog box with an area for you to put in a File Name. You will paste one of the following two options into this dialog box then choose the drop down under the word Insert and choose "Link to File".   Your signature should look correct and similar to the image at the top of this screen. If you have trouble or it does not look correct, please contact the Helpdesk for assistance at x4357.
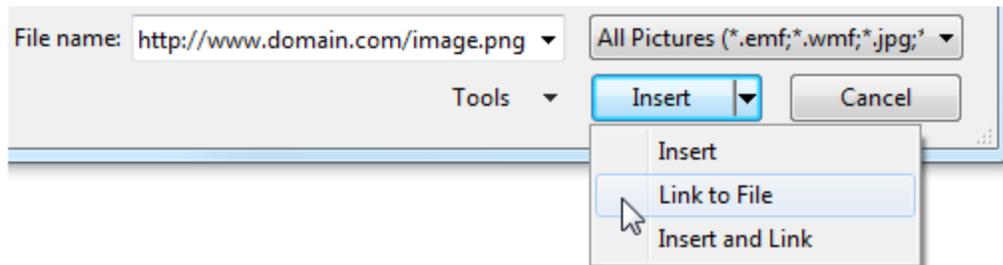
7. For the new Rockhurst logo, highlight, copy and paste this URL:

   http://www.rockhurst.edu/media/filer_private/2012/03/26/logo.png

8. For the Athletics Logo (Athletics Dept. only), highlight, copy and paste this URL:

   http://www.rockhurst.edu/media/filer_private/2012/04/20/hawk_email.png

9.   Make sure that your signature is applied to New Messages and Replies/forwards if you choose to do so by making sure the signature name appears in those drop down boxes to the right hand side.

10.   Press OK twice.

11.   New messages should now include the image in your signature.