# Official Golden West College email signature setup

The official GWC signature template is designed to provide a consistent, professional identity for all GWC employees to use in their email communications. Adhering to this standard will provide quick recognition and assurance of your GWC identity to all our current and prospective students, vendors and collaborators.

To setup the official signature template in Microsoft Outlook 365 for Windows or Mac.

1. Access the template here: http://www.gwchb.net/sig/.
   (The template will open in your web browser.)

2. Use your cursor to select the content by click-dragging from the lower right to the upper left. You can also use your keyboard to Select All: Command-A on Mac, Control-A on Windows.

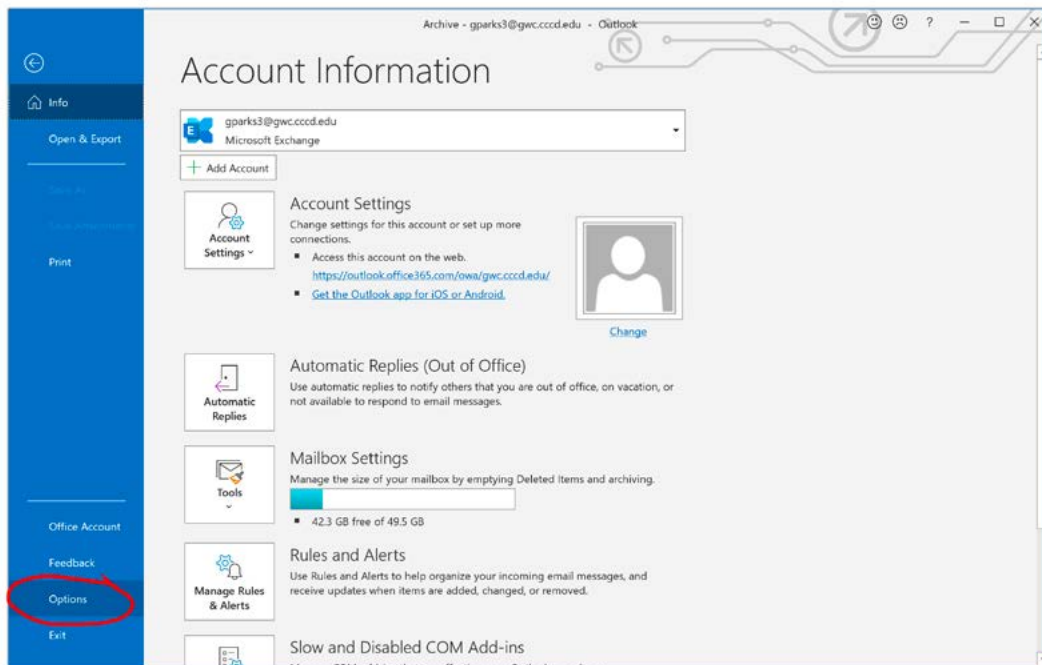3. Copy the content to your clipboard: Command-C on Mac, Control-C on Windows.
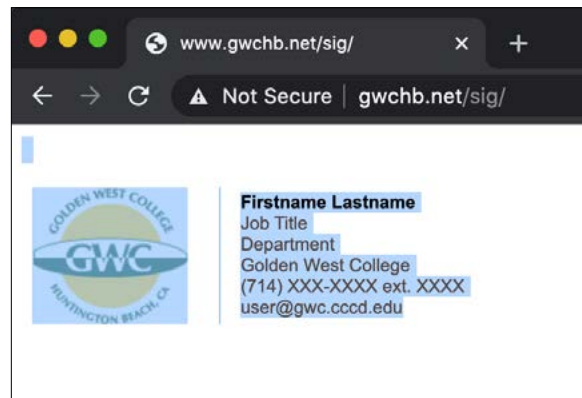
4. Launch Outlook and access your Preferences/Options. *(If you use Outlook through your web browser — OWA — jump to Outlook on the web setup.)*
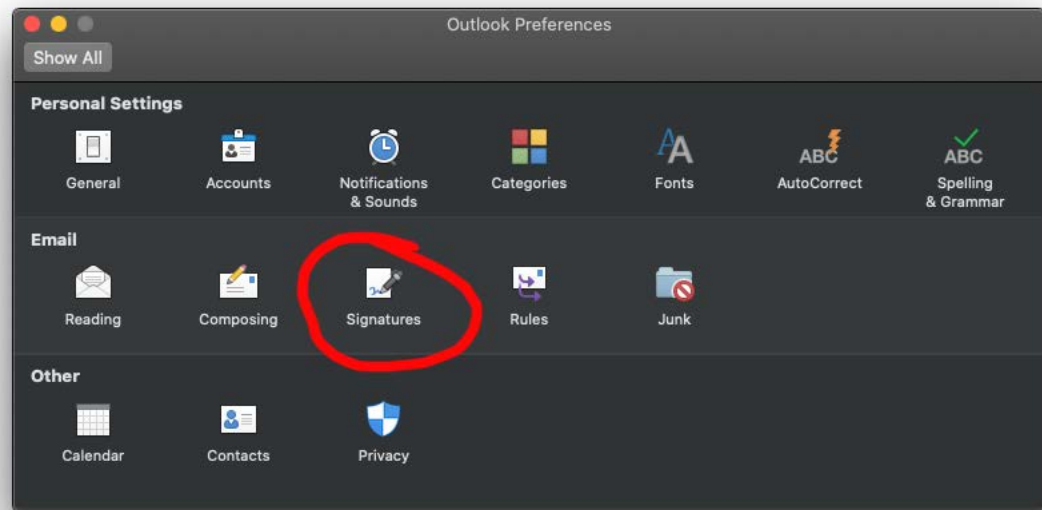
   ► **Mac:** Under the Outlook menu, choose Preferences.
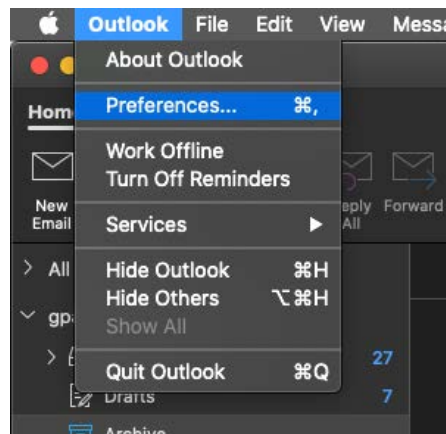
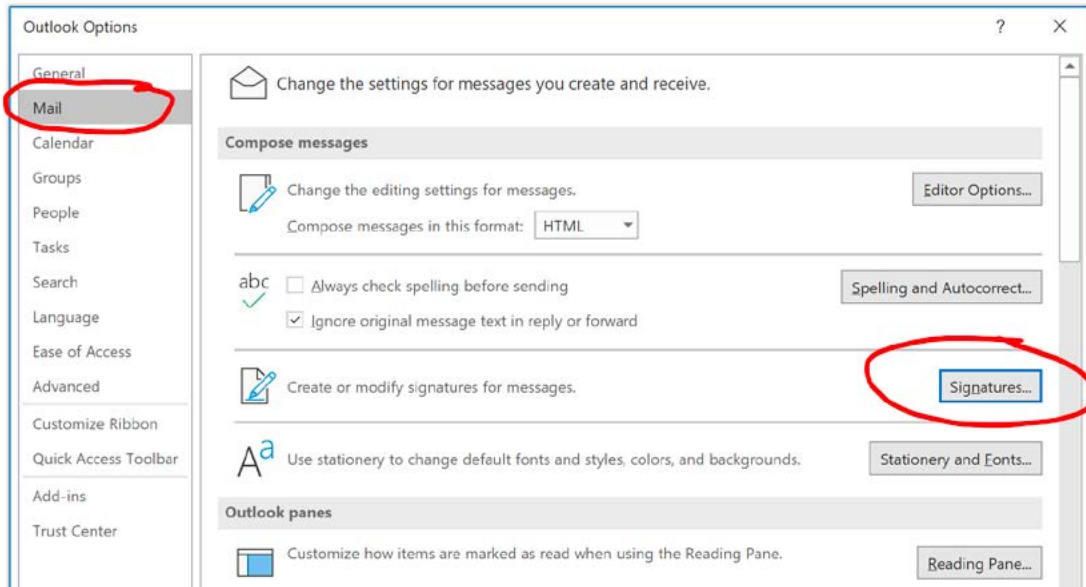► **Windows:** Under the File menu, choose Options.

5. Open the Signatures preference pane:

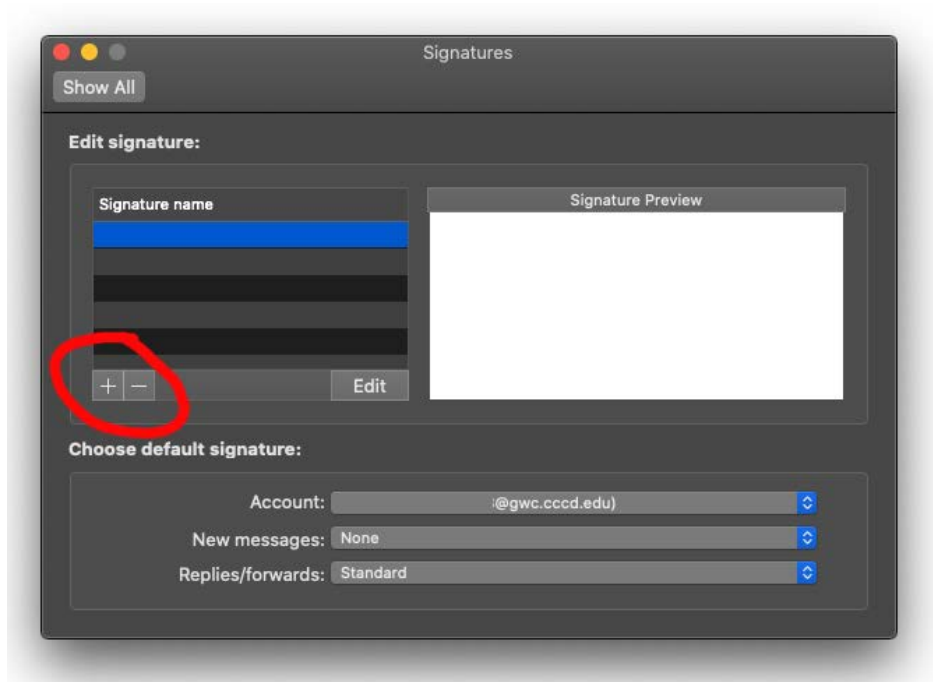► **Mac:** Click the Signatures icon in the Email section.

► **Windows:** Choose Mail in the list on the left, then click the Signatures button.
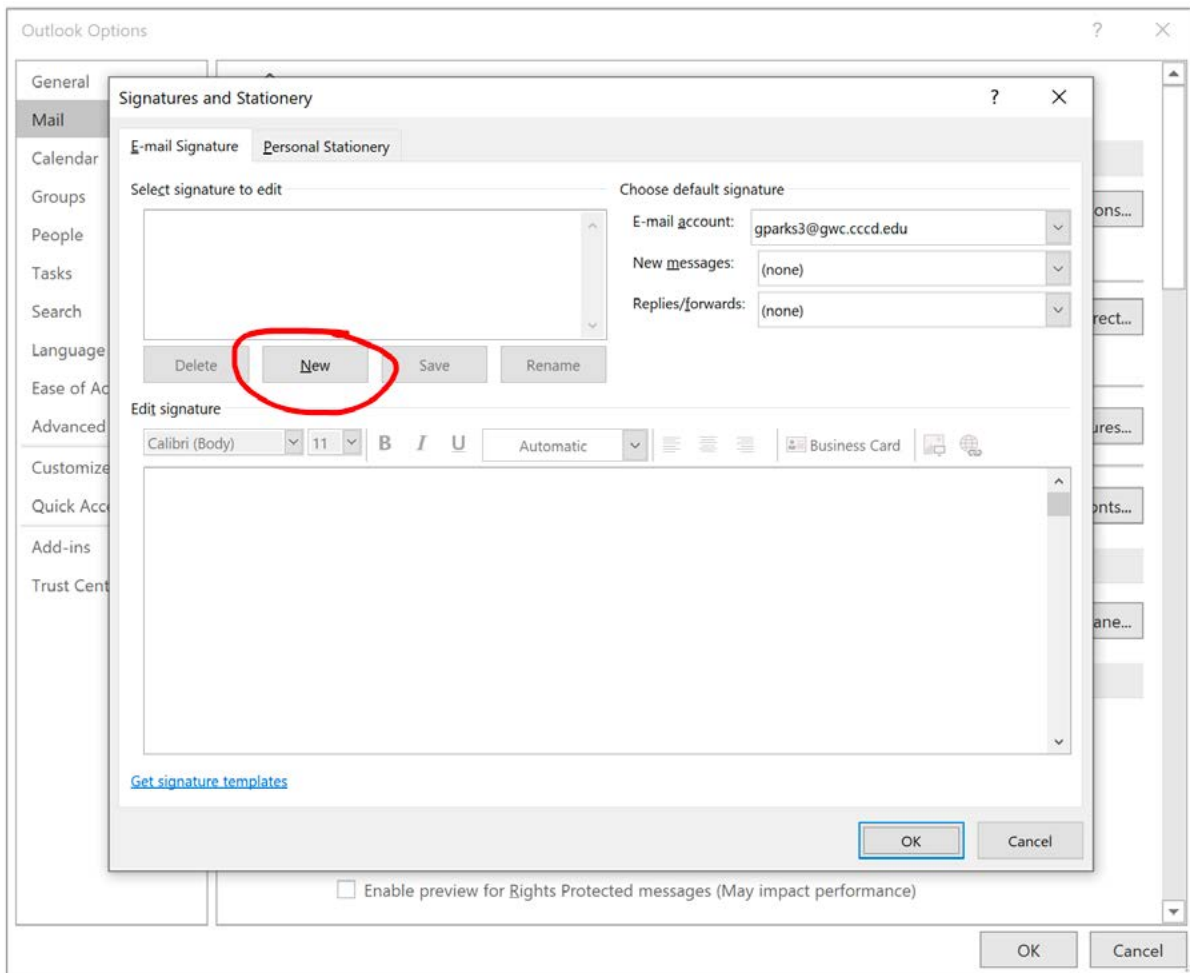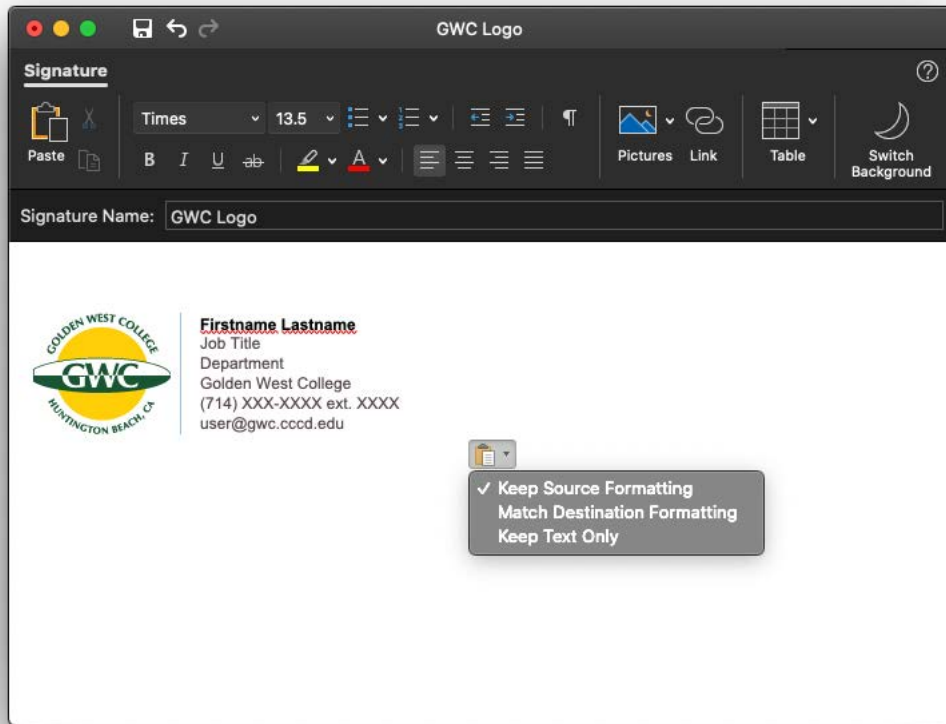

6. In the Signatures pane:

► **Mac:** Click the Plus sign to create a new signature.

► Windows: Click the New Signature button. Give the new signature a name, then click OK.

7. In the New Signature pane, paste the copied template: Command-V for Mac, Control-V for Windows. Choose to Keep Source Formatting.


► Edit the template text with your information **one line at a time** to retain its formatting.

► Do not change fonts, colors or resize the logo.

► Logo image links to GWC website when clicked in an email.

► Choose options for when you want to use the signature (New Messages, Replies/ Forwards) and which account to use it with, if you have more than one account.

► If you use more than one computer, e.g. a laptop and a desktop, you'll need to set up your signature on each machine. However, signatures set up in OWA will be available from any machine you use to access OWA.

Outlook on the web (OWA) setup

OWA email signature setup is mostly the same as for Mac and Windows, but the settings are found in a different place.

1. After logging in, click the Settings gear in the upper right part of the blue bar, then click on View all Outlook settings in the bottom of the pop-out pane.
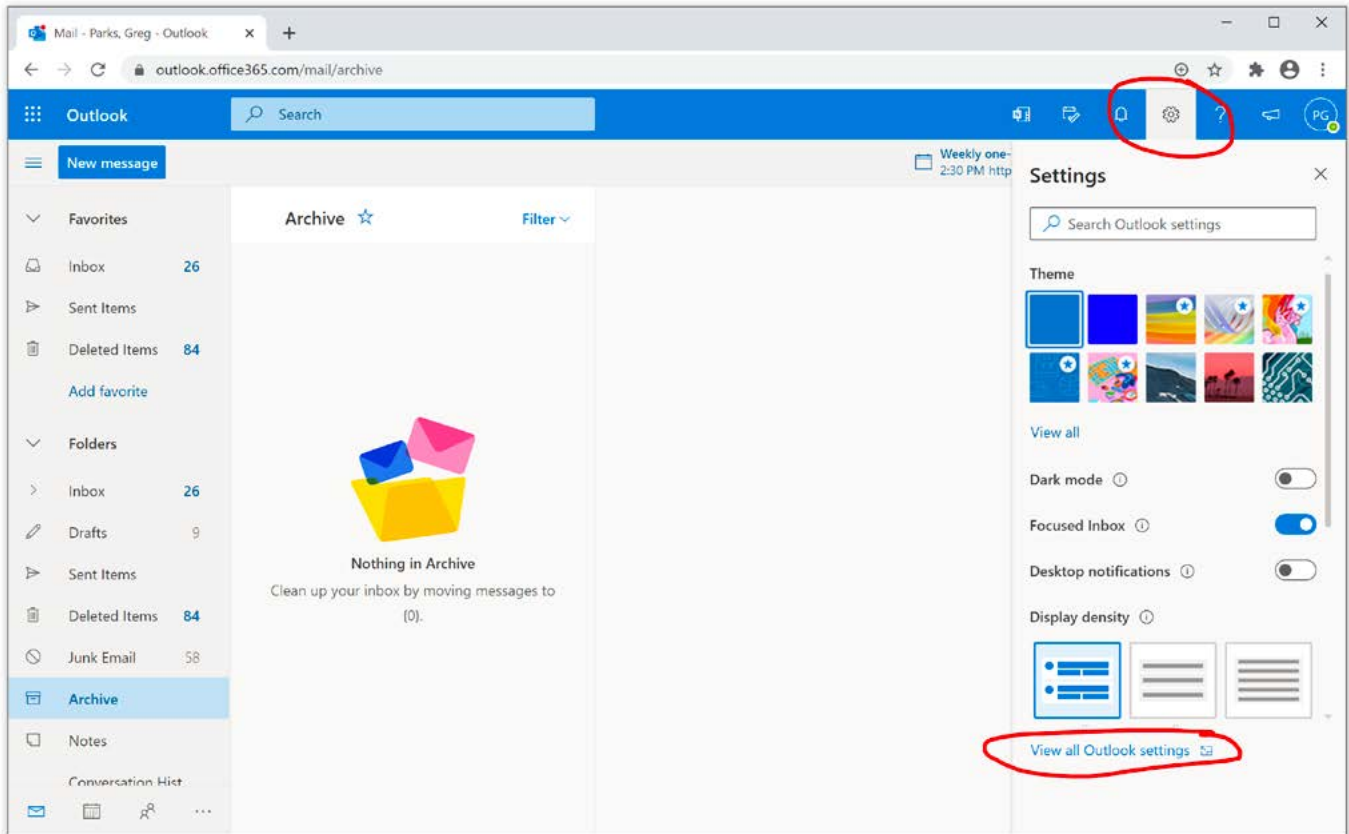
2. Choose Mail in the list at the far left, then Compose from the next list to the right.
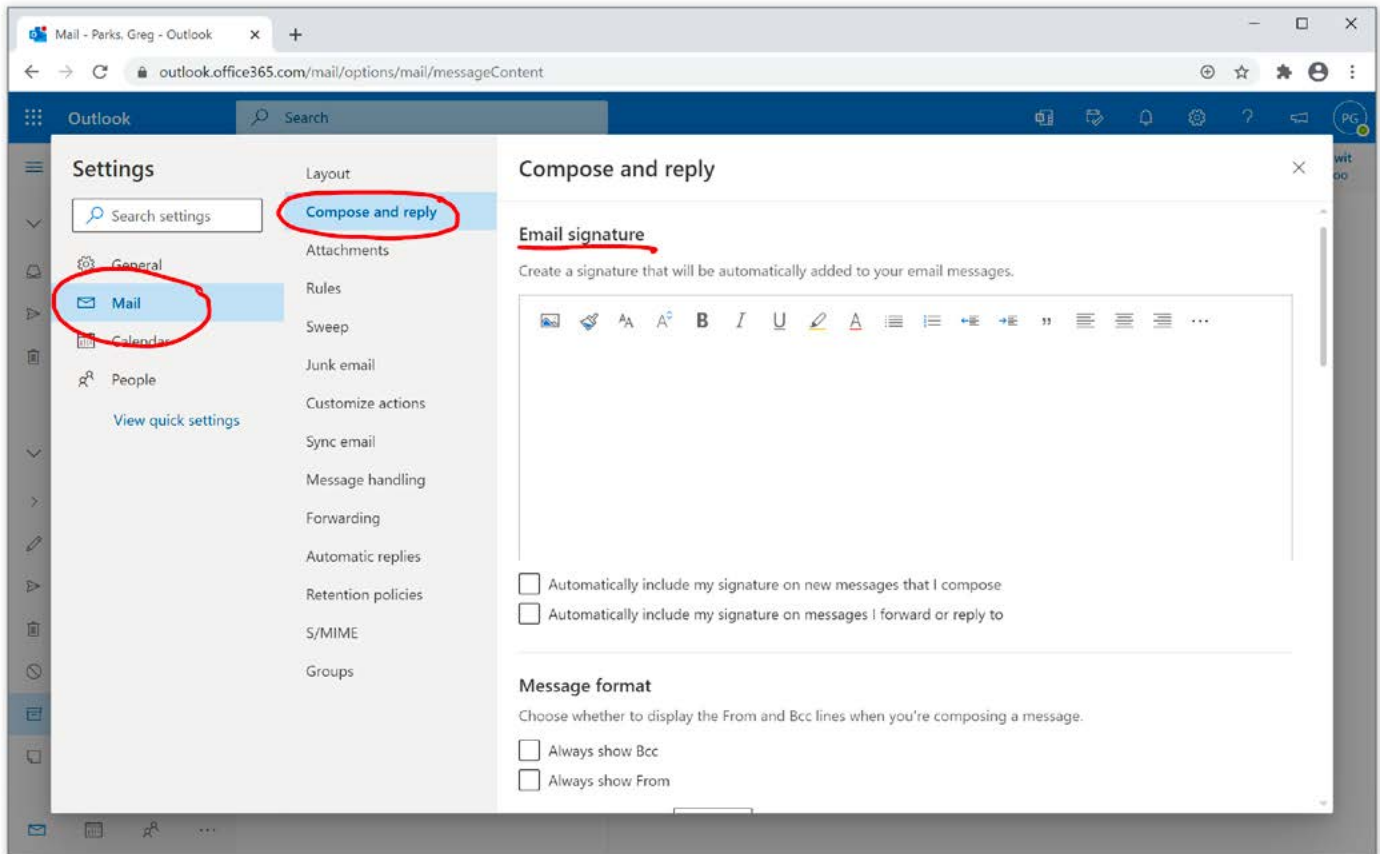
► You'll see the Email signature options at the top of this pane. Follow the same paste and edit steps as for Mac and Windows.