

The Branded UHCL Email Signature

A step-by-step guide

Step one: Navigate to the Marketing and Communications section of the UHCL website.

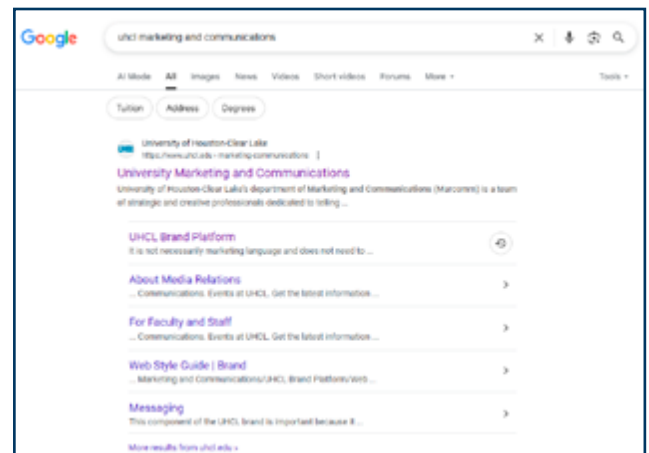
The Marketing and Communications section of the UHCL website can be found at www.uhcl.edu/marketing-communications.

Additional ways to access the web section are as follows:

- Do a Google search for “UHCL Marketing and Communications.” The web page should be listed as one of the first links.
- Visit our main website (www.uhcl.edu), click “Search” at the top of the page, type in “Marketing and Communications” in the blue box that appears, then hit enter. The link to University Marketing and Communications will appear as one of the first options.



The UHCL Marketing and Communications page



Google search results for UHCL Marketing and Communications



The UHCL search bar

Step two: Click the “UHCL Brand Platform” link on the left navigation box.

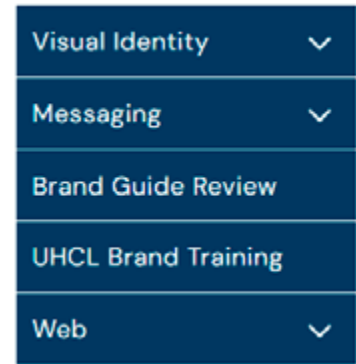
This is located on the left side of the page and will take you to all of our brand resources. You can also access it directly by visiting www.uhcl.edu/marketing-communications/brand.



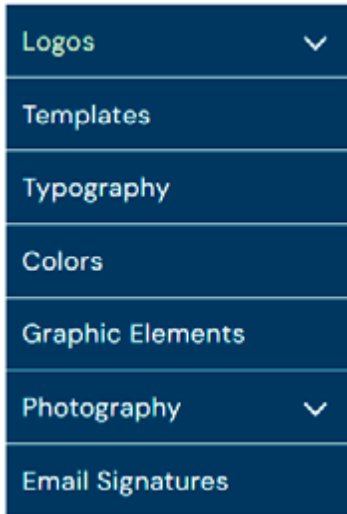
The left navigation box

Step three: Click the “Visual Identity” link in the new navigation bar on the Brand Platform page.

This will take you to a section with links to multiple resources, including logos and templates. This can also be accessed by visiting www.uhcl.edu/marketing-communications/brand/visual-identity.



The new left navigation box in the Brand Platform section of the site.



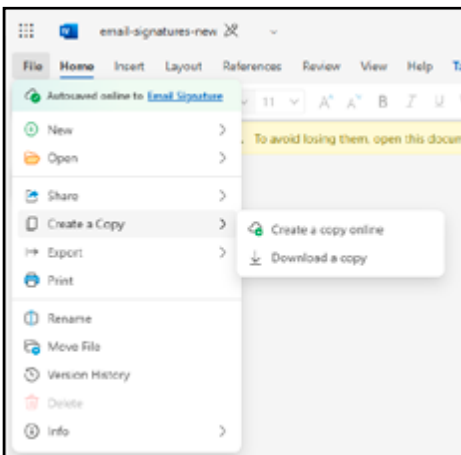
The new left navigation box in the Visual Identity section of the site.

Step four: Click the “Email Signature” link in the new navigation bar on the Visual Identity page.

This will take you to a page with a link to the signature document (a Word doc) along with information about how it’s put together and guidelines on its use. This can also be accessed by visiting www.uhcl.edu/marketing-communications/brand/visual-identity/email-signatures.

Step five: Read the information about email signature guidelines on this page and click the button labeled “DOWNLOAD EMAIL SIGNATURE FORMAT (.DOCX)”.

It’s important to understand how to use the signature once you’ve accessed it. The button will take you to a doc file with two options for a signature.



The option to download the file

Step six: Download the Word doc file.

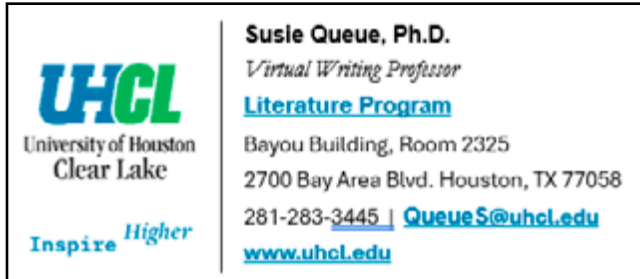
It is important to **download the Word doc file** instead of editing the one in the browser. To do this, click File -> Create a copy -> Download a copy. Then choose where you would like it to live on your computer or OneDrive.

Step seven: Open the word doc.

Navigate to where you saved the file and double-click to open it. This file contains both versions of the email signature along with information about its usage.



The icon with the file name displayed



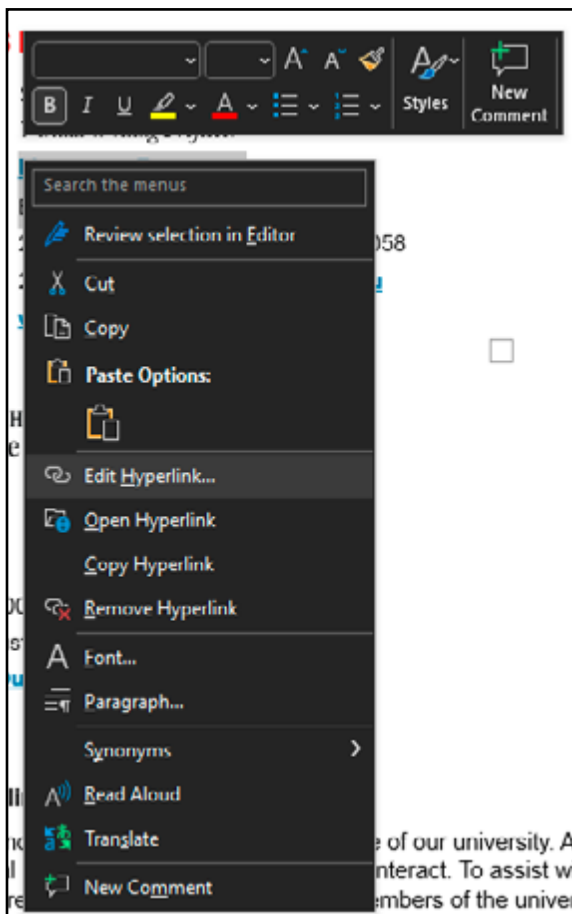
An updated signature

Step eight: Edit the word doc.

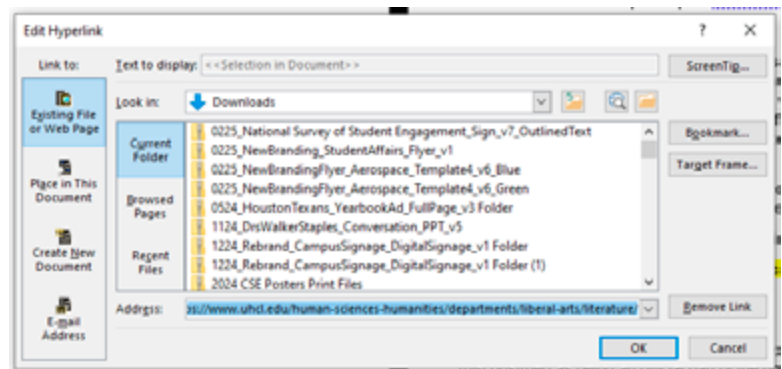
Click “Enable Editing” at the top to be able to make changes to your copy of the file. In Microsoft Word, highlight and change the text in the version of the signature you prefer.

Note: You will need to update the hyperlinks as well if desired. To do so, do the following:

- Highlight the link. The links are the underlined, blue, bolded text.
- Right-click it and choose “Edit Hyperlink.”
- Type or paste the URL into the “Address bar” and hit “OK.”



Pop-up menu when right-clicking highlighted text



The window to change the hyperlink

Step nine: Copy the signature.

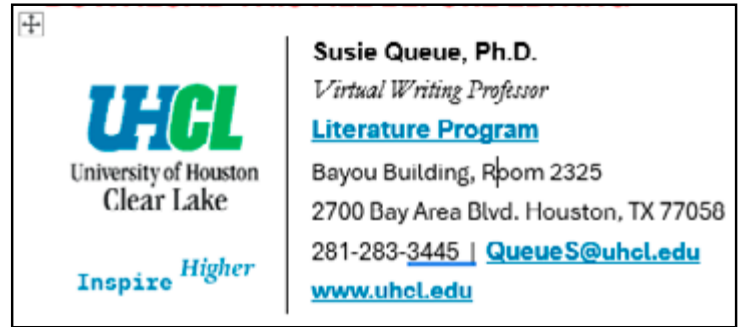
You will need to copy the entire signature (**NOT** the text that comes after it) including the graphics.

For the stacked version:

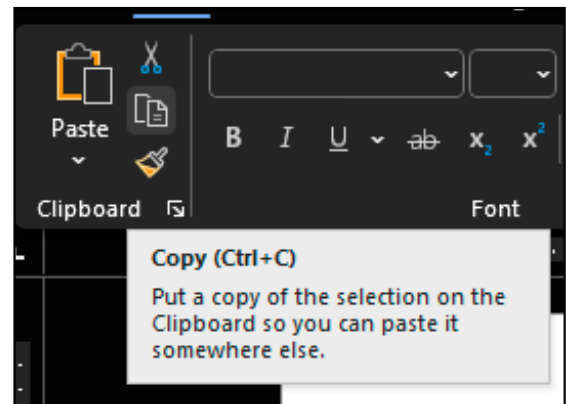
- This one was created in **a table**. Other than the line separating the email signature graphic, the rest of the table does not have visible borders. To copy this one, place your cursor in the text, and a small icon in the upper-left corner of the table will appear.
- Click the icon in the upper-left corner to highlight the table.
- Copy the table by doing one of the following things:
 - Hit “Ctrl+C” if you’re on a PC or “Cmd+C” if you’re on a Mac.
 - Use the “copy” button in the upper-left corner of the Word menu
 - Right-click on the table (when it’s highlighted) and choose “copy” from the pop-up menu.

For the horizontal version:

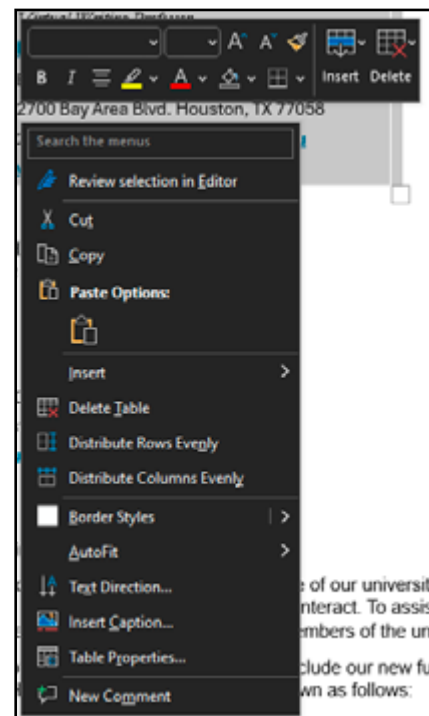
- Click and drag your cursor over the full signature, from the top of the logo to the bottom of the URL. This will highlight the signature.
- Copy it using one of the methods above.



The table with the select/resize icon visible



The copy+paste icons in word



The pop-up menu that appears when right-clicking on the highlighted table

Step 10: Open your Outlook “File” menu.

In Microsoft Outlook, open the File menu in the upper-left corner. This will bring up your Outlook options.

Step 11: Open your mail options.

When the File menu is on your screen, choose “Options” in the lower-left corner of the screen.

Step 13: Choose the “Mail” tab.

When the File menu is on your screen, choose “Options” in the lower-left corner of the screen.

Step 14: Click “Signatures”.

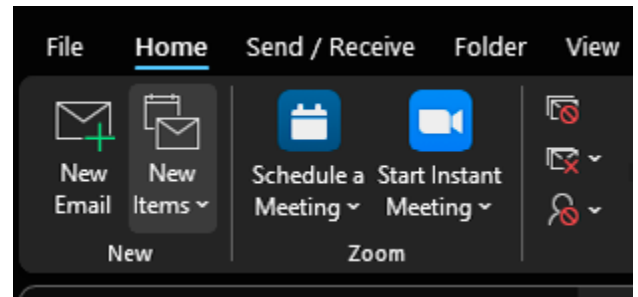
This option is the third button on the right-hand side of the window. When you do this, a new window will pop up wherein you can add or edit signatures.

Step 15: Click “Signatures”.

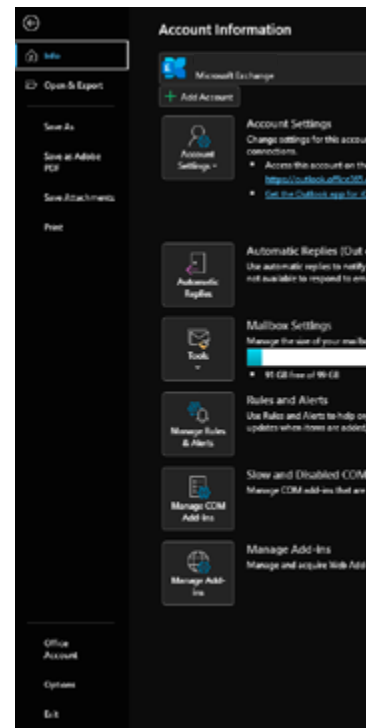
This option is the third button on the right-hand side of the window. When you do this, a new window will pop up wherein you can add or edit signatures.

Step 16: Choose “New”

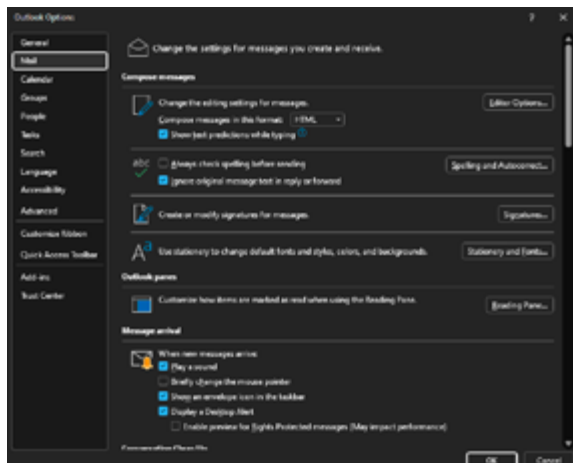
A window will appear asking you to name your signature. When you do, hit Enter, and you will see the new name in the signatures list.



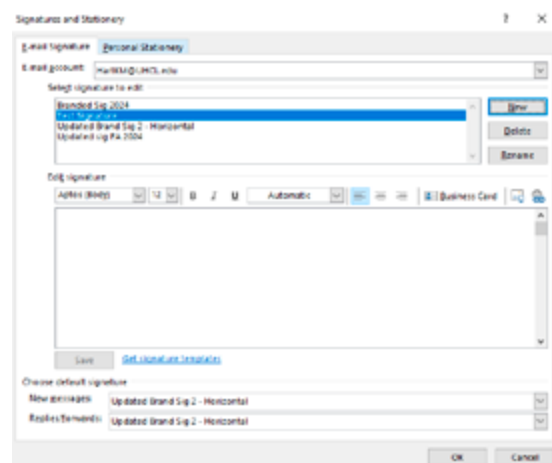
The location of the File menu



The File menu itself



The mail tab



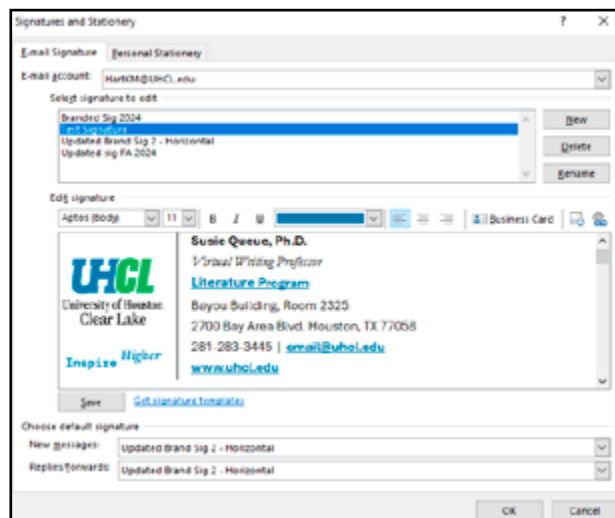
The signature window

Step 17: Paste the signature into the empty text box.

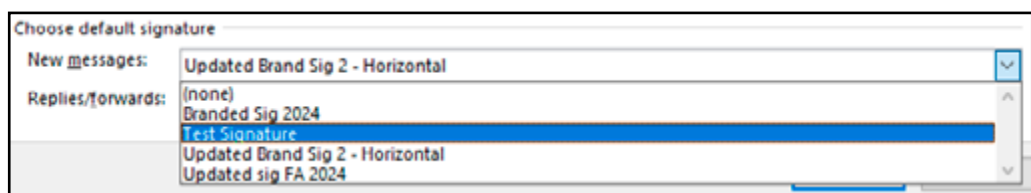
You can either right-click in the empty box and choose “paste” or hit Ctrl/Cmd+V to paste the signature.

Step 18: Ensure the correct signature is chosen for new messages and replies.

Beneath the text box, there are two drop-down menus. For each of them, make sure the correct signature name is chosen.



The pasted signature



The drop-down boxes with the correct signature

Step 19: Hit “OK” to save the new information.

You will need to hit “OK” both in this window and the previous one.

Congratulations!

You now have a branded signature you can use in your emails.