**Email Signature Instructions**

To better ensure the authenticity, brand unity and professionalism of email communications (both internal and external), every employee of Wilmington College is asked to meet the following email signature standards.

**Signature Format:**

FirstName LastName ‘XX (WC graduation year for alumni)

*pronouns/pronouns (optional)*

*Title*

Wilmington College

Pyle Box XXX, 1870 Quaker Way, Wilmington, OH 45177

College Hall XXX

Phone: 937.481.XXXX

[Website](https://www.wilmington.edu/) | [Instagram](https://www.instagram.com/wilmingtoncollege/) | [Facebook](https://www.facebook.com/WilmingtonCollege/) | [Twitter](https://twitter.com/WilmingtonColl) | [LinkedIn](https://www.linkedin.com/school/766583/)

A picture containing logo

Description automatically generated

**NOTE:** if you work in **ATHLETICS**, you may use the following signature instead:

FirstName LastName ‘XX (WC graduation year for alumni)

*pronouns/pronouns (optional)*

*Title*

Wilmington College

Pyle Box XXX, 1870 Quaker Way, Wilmington, OH 45177

College Hall XXX

Phone: 937.481.XXXX

[Website](https://www.wilmingtonquakers.com/) | [Instagram](https://www.instagram.com/dubcquakers/) | [Facebook](https://www.facebook.com/WilmingtonCollege/) | [Twitter](https://twitter.com/DubCQuakers) | [LinkedIn](https://www.linkedin.com/school/766583/)

Logo

Description automatically generated with medium confidence

Instructions for customizing your email signature are provided below.

Please note that if you send an email from Outlook on your desktop, versus from the web browser, versus from the Outlook app on your phone/tablet, you must have your signature customized in all three locations (just because you have set up your signature on the Outlook application on your desktop does not mean it will automatically work from the app on your phone/tablet).

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**Web Browser Instructions - Edit Your Signature**

1. Go to [www.wilmington.edu/brand/templates](http://www.wilmington.edu/brand/templates).
2. Right-click on the WC logo and click “Save Image As.” (**note:** if you work in Athletics, you may use the athletics logo instead. It is provided beneath the standard logo).
3. Save the image somewhere easily accessible (e.g. Desktop or Documents).
4. Go to [www.outlook.com](http://www.outlook.com).
5. Log into your account.

Icon

Description automatically generated

1. Click the cog icon in the upper right corner of the page. This will open a “Settings” pane on the right side of the page.
2. Logo

   Description automatically generatedAt the bottom of the pane, click “View all Outlook settings.”
3. This will open a pop-up window called “Settings.”
4. In the second column, click “Compose and reply.”
5. Return to this document and copy the example signature above by highlighting it, then holding down CTRL+C on your keyboard (⌘+C on Mac).
6. Return to your web browser and click into the editor box in the “Settings” window. (NOTE: if a signature is already visible in the editor, you need to clear it before proceeding).
7. Once you see the flashing cursor inside the editor, hold down CTRL+V on your keyboard (⌘+V on Mac) to paste the example signature into the editor.
8. Due to differences between browsers, the correct fonts may not be available. This is okay as long as the signature still reads correctly.
9. The WC logo will not transfer over and will need to be added manually. Delete the filler text that may appear in the editor where the logo was in the example signature.
10. Click into the editor below [www.wilmington.edu.](http://www.wilmington.edu.) This will position the cursor where you would like to place the logo.
11. Click the image icon at the top of the editor.
12. Locate the logo file you downloaded in step 3. The file is titled “Main-Logo-Lockup-Horizontal-Dark-Green.png” by default.
13. Select the logo file and click “Open.”
14. The logo will now be embedded in the editor.
15. Once your signature looks correct, ensure that the two boxes below the editor are checked: “Automatically include my signature on new messages that I compose” and “Automatically include my signature on messages I forward or reply to.”
16. Click the “Save” button at the bottom of the window.
17. You can test that your signature has been set up appropriately by composing a new email. The signature should appear automatically in the body of the email.

**Windows Instructions - Edit Your Signature**

1. Open the “Microsoft Outlook” application.
2. Click “File” in the upper left corner of the window.
3. Click “Options,” located at the bottom of the blue column. This will open the “Outlook Options” window.
4. Click “Mail” in the left column.
5. On the right side of the window, under “Create Modify Signatures,” click the “Signatures” button. This will open the “Signatures and Stationery” window.
6. Click the “New” button and type in a name for your signature.
7. Click “OK.”
8. Check that the signature you just created is highlighted under “Select signature to edit,” then locate the editor below (labeled “Edit signature”).
9. Return to this document and copy the example signature above by highlighting it, then holding down CTRL+C.
10. Return to Outlook and click inside the editor box.
11. Once you see the flashing cursor inside the editor, hold down CTRL+V on your keyboard to paste the example signature into the editor.
12. Replace the filler text with your own information and check that everything looks correct.
13. Above the editor box, on the right side of the window, locate drop-down selections for “New messages” and “Replies/forwards” and set each of those to the signature you just created.
14. Click the “OK” button at the bottom of the “Signatures and Stationery” window. This will return you to the “Outlook Options” window.
15. Click the “OK” button at the bottom of the “Outlook Options” window.
16. You can test that your signature has been set up appropriately by composing a new email. The signature should appear automatically in the body of the email. (Troubleshooting: If your signature is not displaying immediately when you compose a new email, first ensure that you complete step 13. If it still does not display, you may need to exit Outlook and reopen it).

**Mac Instructions - Edit Your Signature**

1. Open the “Microsoft Outlook” application.
2. In the top navigation bar for Outlook, click “Outlook.”
3. Graphical user interface, diagram, application

   Description automatically generated with medium confidenceSelect “Preferences…”
4. Under “Email,” select “Signatures.”
5. In the left column, click the “+” button. This will open an editor window. (NOTE: if a signature is already visible in the editor, you need to clear it before proceeding).
6. Return to this document and copy the example signature above by highlighting it, then holding down ⌘+C.
7. Click inside the editor box.
8. Once you see the flashing cursor inside the editor box, hold down ⌘+V on your keyboard to paste the example signature into the editor.
9. Replace the filler text with your own information and check that everything looks correct.
10. If you’d like, you can change the default Signature Name from “Untitled” to your own name or anything else that makes sense for you.
11. Once you are done making changes and are ready to save the signature, click the save icon  at the top of the editor window.
12. Close the editor window. This will return you to the “Signatures” window and you should see a preview of your signature displayed.
13. At the bottom of the “Signatures” window, set your default signature for New Messages and Replies/forwards to the signature you created.
14. Close the “Signatures” window.
15. You can test that your signature has been set up appropriately by composing a new email. The signature should appear automatically in the body of the email. (Troubleshooting: If your signature is not displaying immediately when you compose a new email, first ensure that you complete step 13. If it still does not display, you may need to exit Outlook and reopen it).

**iPhone/iPad Instructions - Edit Your Signature**

**NOTE:** Due to limitations of Outlook for the iPhone/iPad, the WC logo will not be able to be embedded.

1. Open the Outlook app.
2. Tap the circle in the upper left corner of the screen.
3. Tap the cog icon in the lower left corner of the screen. This should open the settings.
4. Scroll down under “Mail” and tap “Signature.”
5. Minimize the Outlook app by swiping up from the line at the bottom of the screen.
6. Next, you will need to either open this document in the Word app on your phone/tablet or use another method to get the example signature above onto your phone/tablet (i.e. you could email it to yourself).
7. Replace the filler text in the example signature with your own information.
8. Highlight the example signature by holding down your finger for a few seconds, then dragging the selection dots to the beginning and end of the example signature. Once the entire example signature is highlighted, tap “copy.”
9. Return to the “Signature” editor and tap inside the editor box. NOTE: if there is already text inside the editor box, you will need to clear it before proceeding.
10. Hold your finger down inside the editor box for a few seconds, then select “paste.”
11. Confirm that your signature looks correct, then tap the back arrow at the top left of the screen. This will return you to the “Settings” window.
12. Tap the “X” in the top left corner to return to your Inbox.
13. You can test that your signature has been set up appropriately by composing a new email. The signature should appear automatically in the body of the email.

**Android/Tablet Instructions - Edit Your Signature**

**NOTE:** Due to limitations of Outlook for Android phones/tablets, the WC logo will not be able to be embedded.

1. Open the Outlook app.
2. Tap the circle in the upper left corner of the screen.
3. Tap the cog icon in the lower left corner of the screen. This should open the settings.
4. Scroll down under “Mail” and tap “Signature.”
5. Minimize the Outlook app by swiping up from the line at the bottom of the screen, then tapping the home screen.
6. Next, you will need to either open this document in the Word app on your phone/tablet or use another method to get the example signature above onto your phone/tablet (i.e. you could email it to yourself).
7. Replace the filler text in the example signature with your own information.
8. Highlight the example signature by holding down your finger for a few seconds, then dragging the selection dots to the beginning and end of the example signature. Once the entire example signature is highlighted, tap “copy.”
9. Return to the “Signature” editor and tap inside the editor box. NOTE: if there is already text inside the editor box, you will need to clear it before proceeding.
10. Hold your finger down inside the editor box for a few seconds, then select “paste.”
11. Confirm that your signature looks correct, then tap the checkmark in the top right of the screen. This will return you to the “Settings” window.
12. Tap the back button in the top left corner to return to your Inbox.
13. You can test that your signature has been set up appropriately by composing a new email. The signature should appear automatically in the body of the email.

**Troubleshooting Tips:**

**Fonts**

Due to technical limitations, you will utilize ROCKWELL and CORBEL fonts, rather than the standard MUSEO 700 and CANTARELL fonts.

**Logo**

If the logo does not appear once you have copied and pasted the example signature into an editor, you should be able to insert it yourself by downloading the logo from [www.wilmington.edu/brand/templates](http://www.wilmington.edu/brand/templates).

**Other**

If you continue to run into errors by following the steps listed in this document, first try copying and pasting someone else’s signature that you see is correct in Outlook. You should be able to do so and then update it to your own information.

If all else fails, please contact [brand@wilmington.edu](mailto:brand@wilmington.edu) for assistance.