# **Sinclair Share MVP Signature Block**

## **Instructions:**

1. [Make sure in Outlook your email message format is set to HTML](https://support.microsoft.com/en-us/office/change-the-message-format-to-html-rich-text-format-or-plain-text-338a389d-11da-47fe-b693-cf41f792fefa)
2. In Outlook, open a new email message.
3. On the **Message** menu, select **Signature** > **Signatures**.
4. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a name for the signature.
5. In this Word document, **Copy the template** below (highlight the template with the cursor, then on the keyboard press CTRL+C).
6. Back in Outlook, under **Edit signature** paste the signature into the Edit signature box (on the keyboard press CTRL+V).
7. Customize the signature information to you.
8. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).
9. Choose **OK** to save your new signature and return to your message.

Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

[**Instructions on how to add a Signature in Microsoft 365, Outlook 2019, and Older Versions**](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)

[**Instructions on how to create a Signature in Outlook for Mac**](https://support.microsoft.com/en-us/office/create-an-email-signature-in-outlook-for-mac-637c3b77-3d2a-4610-9cea-e3ad622aa54e)

## **Instructions Outlook Webmail:**

1. In Outlook Desktop app email yourself your signature.
2. In Outlook, go to **settings** in the top right of the window.
3. **Search** signature > click **email signature**.
4. **Copy and paste** your signature from the email you sent yourself into the signature editing area (highlight your signature you sent with the cursor, then on the keyboard press CTRL+C then on the keyboard press CTRL+V to paste).
5. Select if you want to automatically include your signature on new message and/or messages you forward or reply to.
6. [Make sure your email message format is set to HTML](https://support.microsoft.com/en-us/office/change-the-message-format-to-html-rich-text-format-or-plain-text-338a389d-11da-47fe-b693-cf41f792fefa)
7. Changes are automatically saved, close the settings window by selecting the X in the top right.

# **Template:**

Regards,

 Name

**NAME**
**Title, Department/Division**
SINCLAIR COLLEGE
###-###-#### **|** email@sinclair.edu **|** Building #, Room ###


## **Example:**

Regards,

 Bob Smith

**BOB SMITH**
**Administrative Assistant, Allied Health, Health Sciences**
SINCLAIR COLLEGE
937-512-1111 **|** bob.smith@sinclair.edu **|** Building 1, Room 111


## **Brand Formatting Rules:**

### **Fonts and Colors**

Sinclair’s logo font Gotham is licensed and not usable within Outlook. **Calibri**, a similar font in style, is used instead to simulate the logo font. **Sinclair’s red color** is already formatted above for you and is used for your name and email. The color hex code is AC1A2F should you need to use Sinclair red elsewhere in your email.

### **Name**

Your name is in **ALL CAPS** to accentuate it and pair it with Sinclair’s logo font.

### **Title, Department/Division**

Your title and department/division should be **bold**.

### **Phone Number**

Phone numbers should always include the **three-digit area code**. It should be formatted with **hyphens** only, not with periods or parenthesis.

### **Email**

Your email should be **hyperlinked** **and all lowercase** to your email address, so it is interactive if clicked. It should be formatted **Sinclair red and underlined**, so it is easy to tell it is a clickable link.

### **Location**

Your office location should be formatted **only as Building #, Room ###**. The building number should not be included in the room number, nor should the building and room number be combined solely. The room number should be three digits even if it is on floor 0 (example Building 1, Room 023). If you want to include your office letter location, include it at the end of your room number in CAPITAL letter.

### **Complimentary Close and Signature is Optional**