

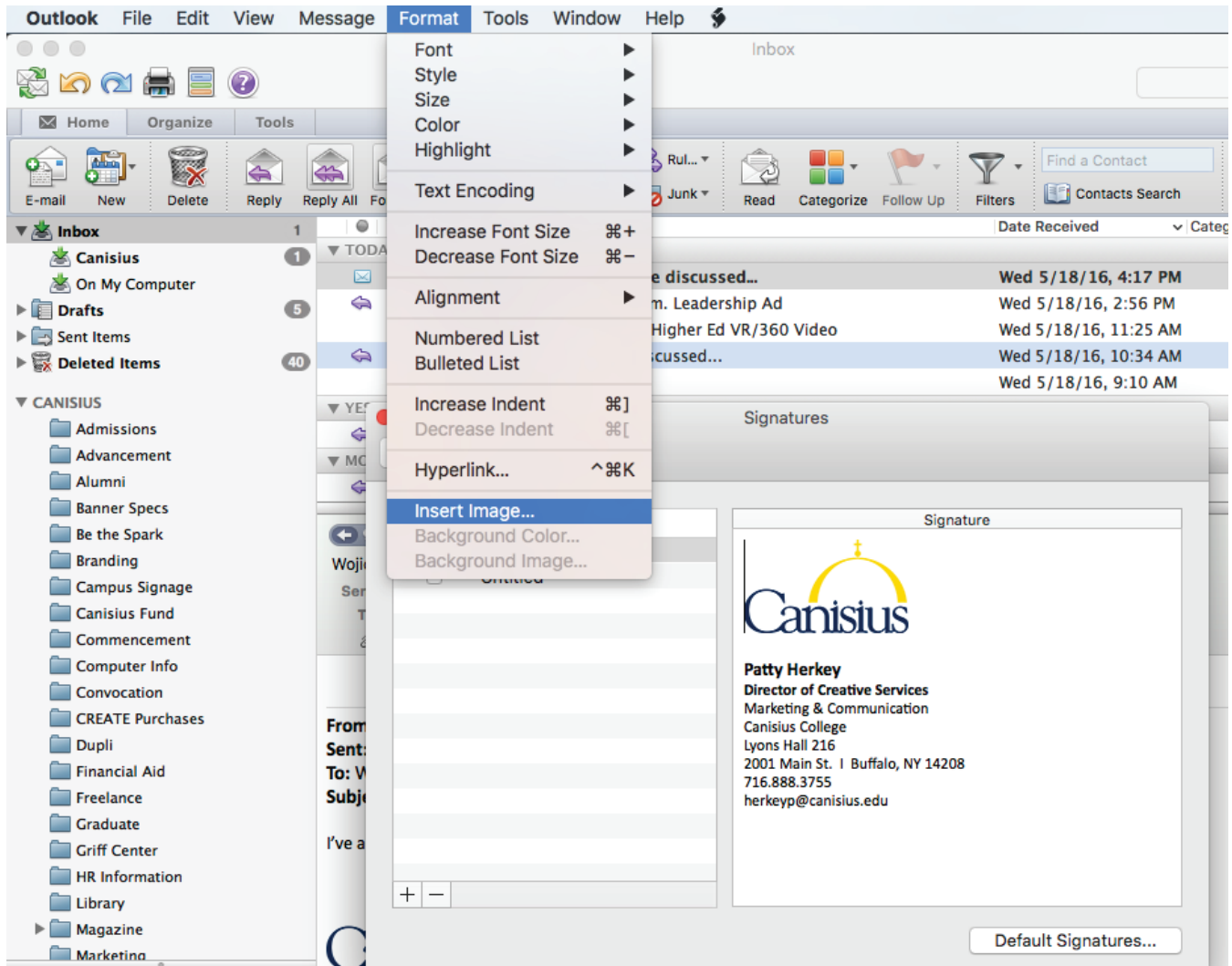
INSTRUCTIONS FOR MAC OUTLOOK

My Canisius > Creative & Web Services Home > Email Signatures

The following directions are for the Outlook desktop version:

Steps for creating an email signature:

1. Download Logo here (link to logo)
2. Open Outlook
3. Open Preferences
4. Open Signatures
5. Click on existing signature to edit or add a new signature
6. Go to > Format > Insert Logo at the top of the Signatures window
7. Enter Information (See example)
8. Make sure to save your changes



Format Information as follows:

FOR MAC

Name – 14 pt. Caliber Bold or similar

Title – 12 pt. Calibri Bold or similar

Canisius College - 12 pt. Calibri or similar

2001 Main Street - 12 pt. Calibri or similar

Buffalo, New York 14208 - 12 pt. Calibri or similar

P: 716.888.XXXX - 12 pt. Calibri or similar

C: 716.XXX.XXXX - 12 pt. Calibri or similar

name@canisius.edu - 12 pt. Calibri or similar



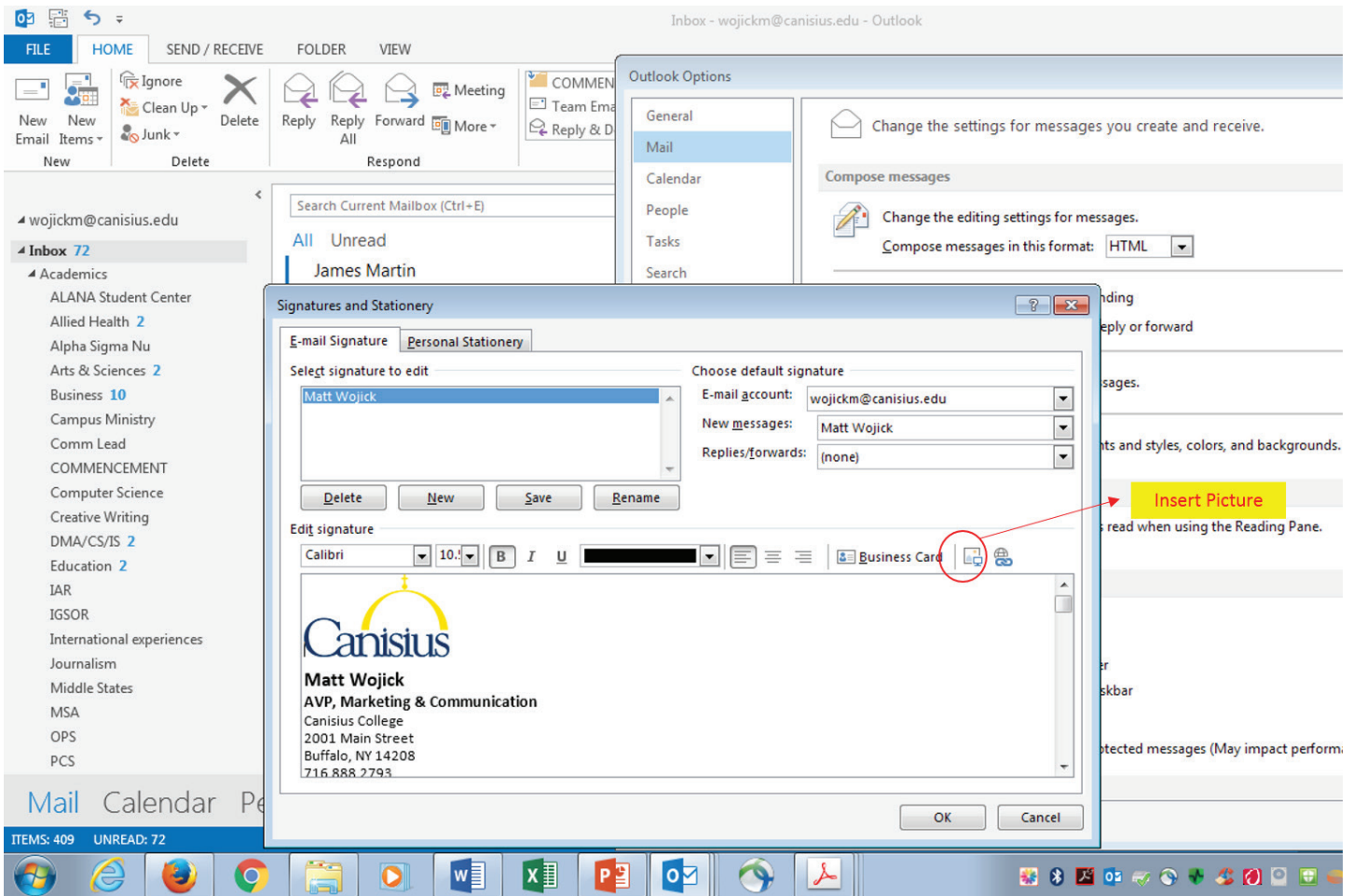
INSTRUCTIONS FOR OUTLOOK ON PC

My Canisius > Creative & Web Services Home > Email Signatures

The following directions are for the Outlook desktop version:

Steps for creating an email signature:

1. Download Logo here (link to logo)
2. Open Outlook
3. Click on File > Options > Mail
4. Open Signatures
5. Click on existing signature to edit or add a new signature
6. Click on insert picture icon to add logo
7. Enter Information (See example)
8. Make sure to save your changes



Format Information as follows:

FOR PC

- Name – 12 pt. Calibri Bold or similar
- Title – 10 pt. Calibri Bold or similar
- Canisius College - 10 pt. Calibri or similar
- 2001 Main Street - 10 pt. Calibri or similar
- Buffalo, New York 14208 - 10 pt. Calibri or similar
- P: 716.888.XXXX - 10 pt. Calibri or similar
- C: 716.XXX.XXXX - 10 pt. Calibri or similar
- name@canisius.edu - 10 pt. Calibri or similar

