

Rhodes University email signature instructions

Below is an example of the new RU120 signature:



You will need to edit some information to use successfully.

Please see instructions on page 2.

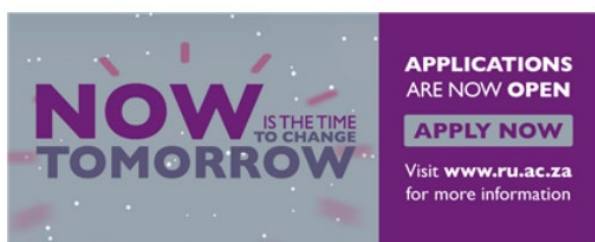
Please visit the following link to **find the new RU120 signature**:

<https://www.ru.ac.za/communicationsandadvancement/communications/webtools/rusignature/>

Below is a video tutorial URL for inserting your signature into your Google Mail and Outlook alternatively follow instructions provided in page 2 of this document.

<https://youtu.be/QqNn6fF9ba8>

Below is an example of the new RU120 signature with marketing:



Please see refer to the above video tutorial for this set up.

Instructions

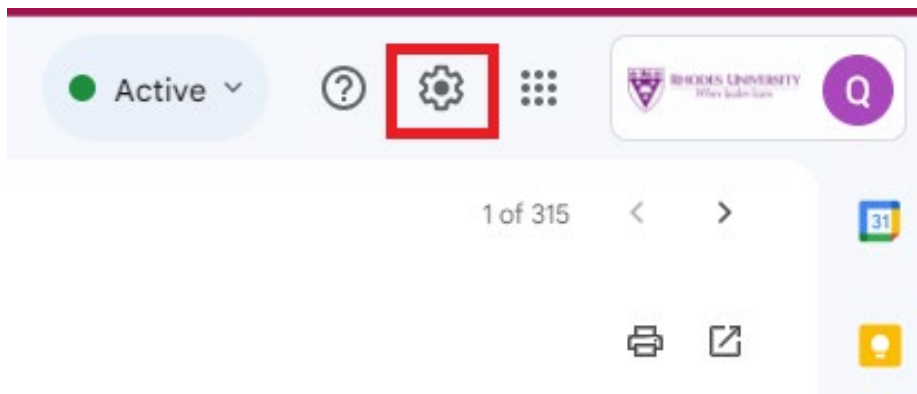
Set up your email signature once, and every time you send a message, people will know the best way to contact you. You can also add other critical information in your email signature, such as your website address and disclaimers you're required to send.

Here's how to create your email signature in Outlook and Gmail so you don't have to keep typing the same information over and over again.

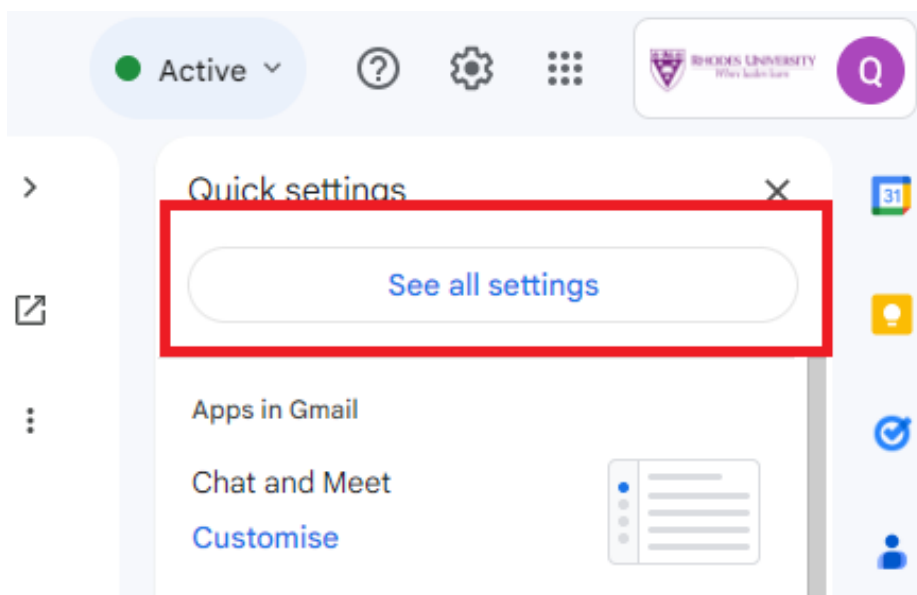
Create a New Email Signature on Gmail.

You can create multiple email signatures in Outlook - one for each email account or a different signature for different canned replies.

1. Log into your Gmail using your Rhodes University email credentials. **Click on the “Settings icon”** as indicated below.



2. Click on “See all settings”.



3. Click on the “General” tab.

Settings

General Labels Inbox Accounts Filters and blocked addresses Forwarding and POP/IMAP Add-on:


Language: Rhodes University Mail display language: English (UK)
[Show all language options](#)

Phone numbers: Default country code: South Africa

Maximum page size: Show 50 conversations per page

Undo Send: Send cancellation period: 5 seconds

4. Scroll down to find the “Signature” section and click on the “Create new” button as indicated below.

My picture:  Your Google profile picture is visible across Go
[Learn more](#) You can change your picture in [About me](#).

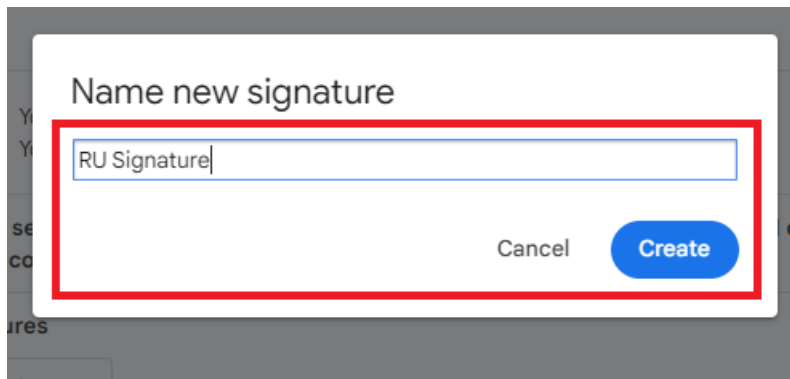
Create contacts for auto-complete: When I send a message to a new person, add them
 I'll add contacts myself

Signature: No signatures
appended at the end of all outgoing messages)
[Learn more](#) [+ Create new](#)

Personal level indicators: No indicators
 Show indicators - Display an arrow (>) by messages s

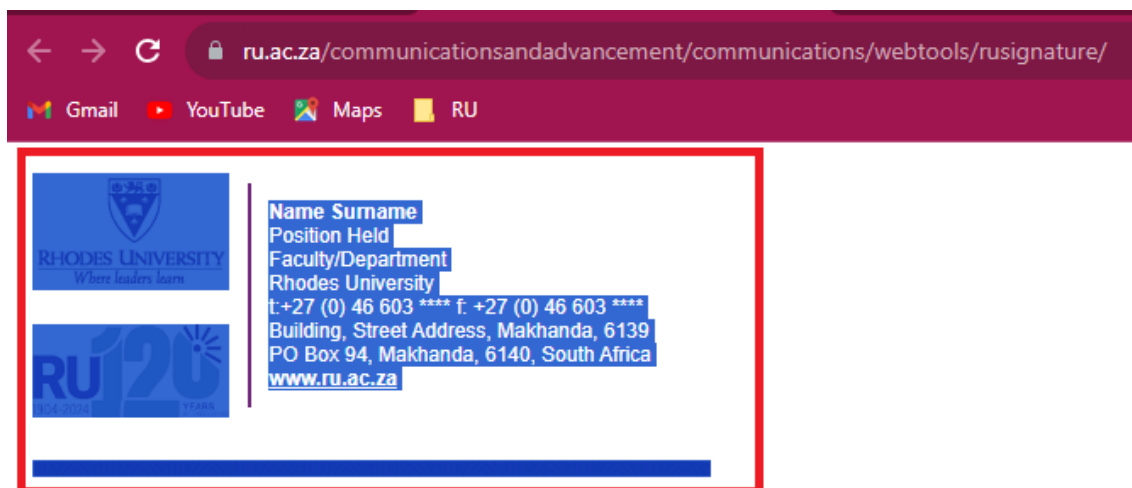
Snippets: Show snippets - Show snippets of the message (like G

5. Give your signature a name and click on the “Create” button as indicated below.

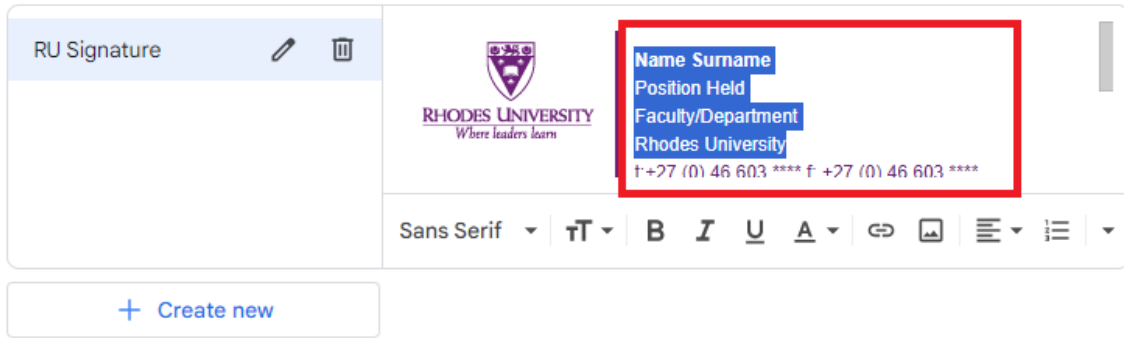


6. Visit the URL provided below (Same one as on Page 1 of this document), then using your keyboard **Press CTRL + A to select all the content** (*Please note: this process is preferable because once you highlight using your mouse some html elements get left out*) the RU Signature and Copy (**By pressing “CTRL+C”**, please do not right click and copy as this will cause issues).

<https://www.ru.ac.za/communicationsandadvancement/communications/webtools/rusignature/>

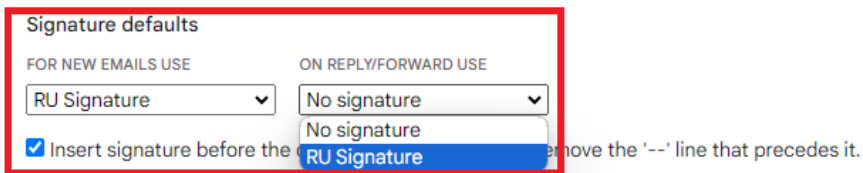
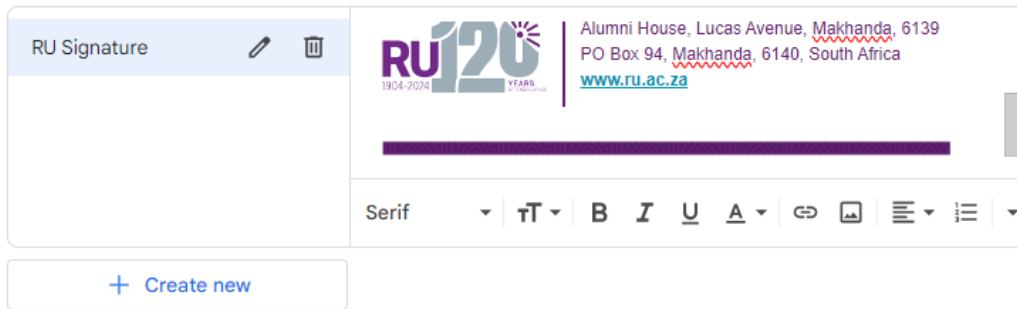


7. **Navigate back to Gmail Signature field** and Paste (By **Pressing “CTRL + V”** from your keyboard. Please do not use your mouse to right click and Paste) on the signature area as demonstrated below. Remember to edit the current signature details to match your

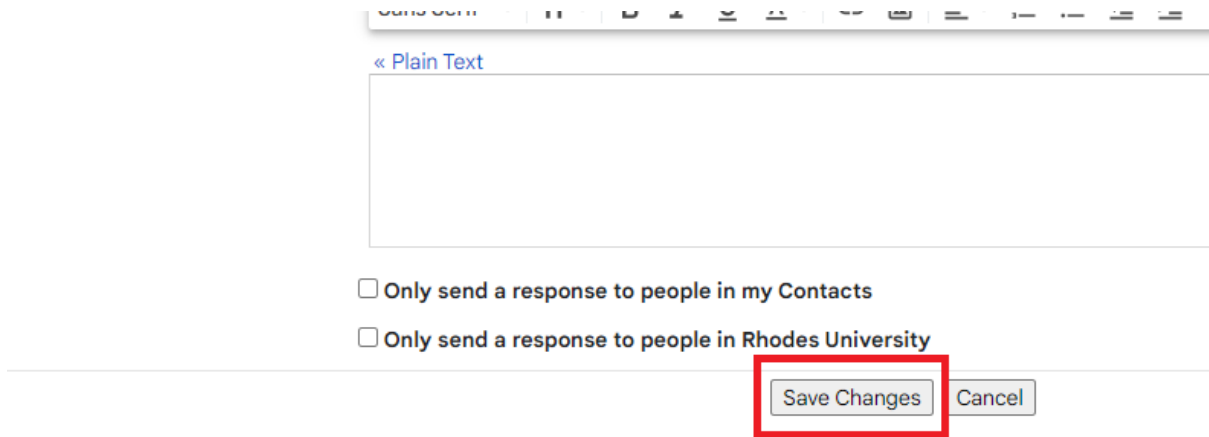


Signature defaults

8. Remember to set your “Signature Defaults” as shown below.



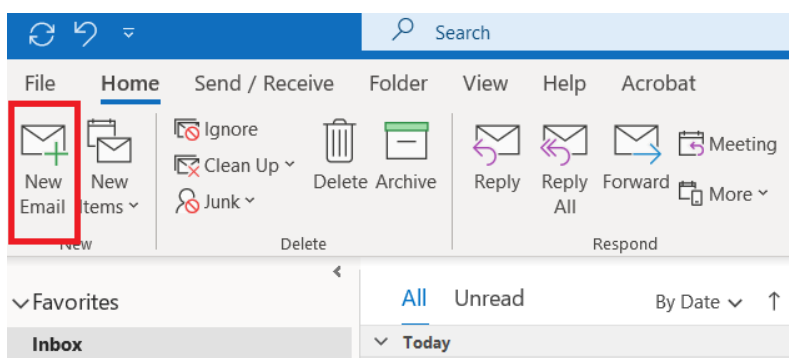
9. Save changes and you are done!.



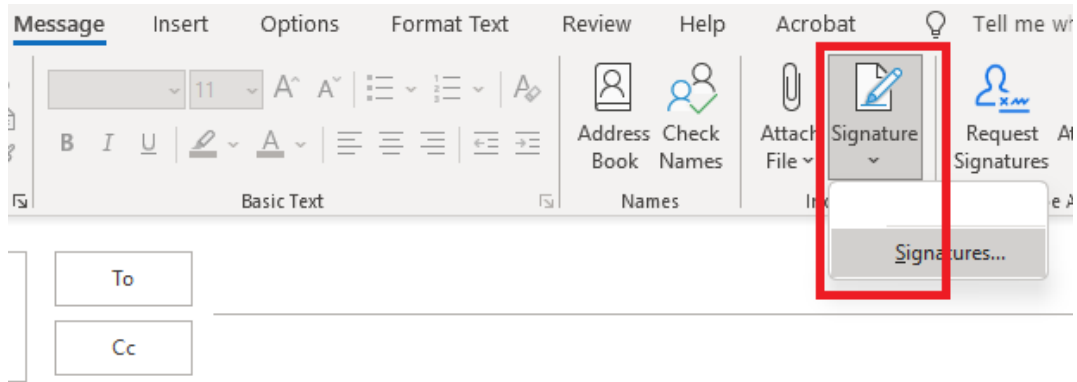
Create a New Email Signature on Outlook.

You can create multiple email signatures in Outlook - one for each email account or a different signature for different canned replies.

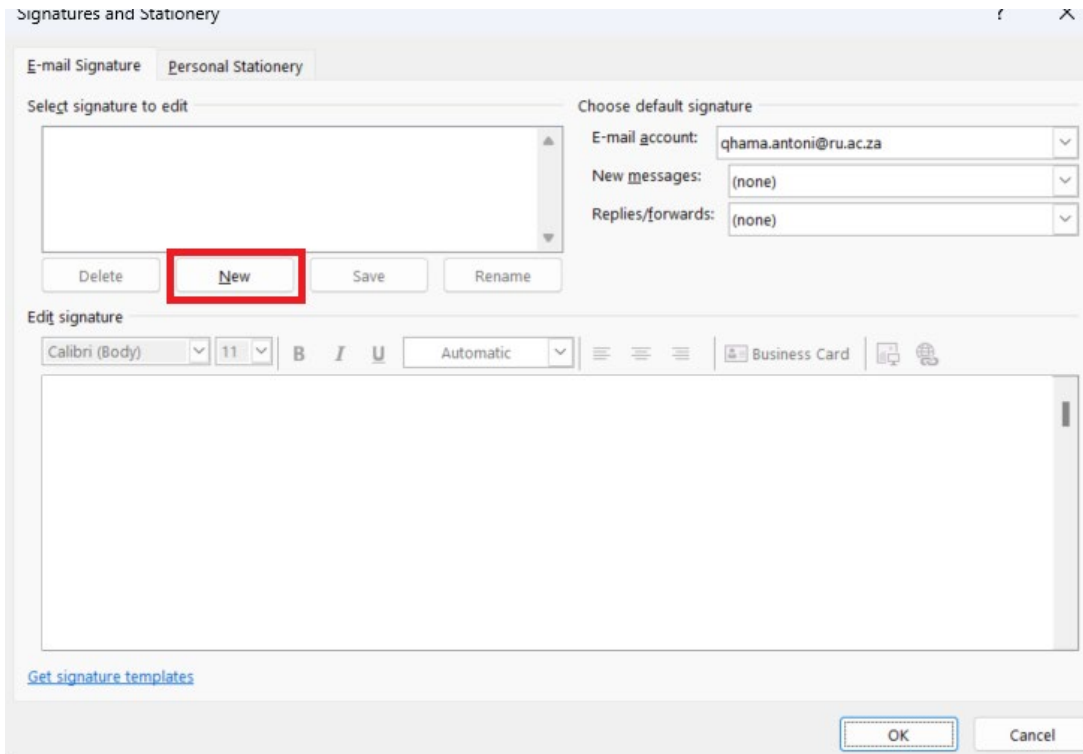
1. Click **New Email** from the Home tab.



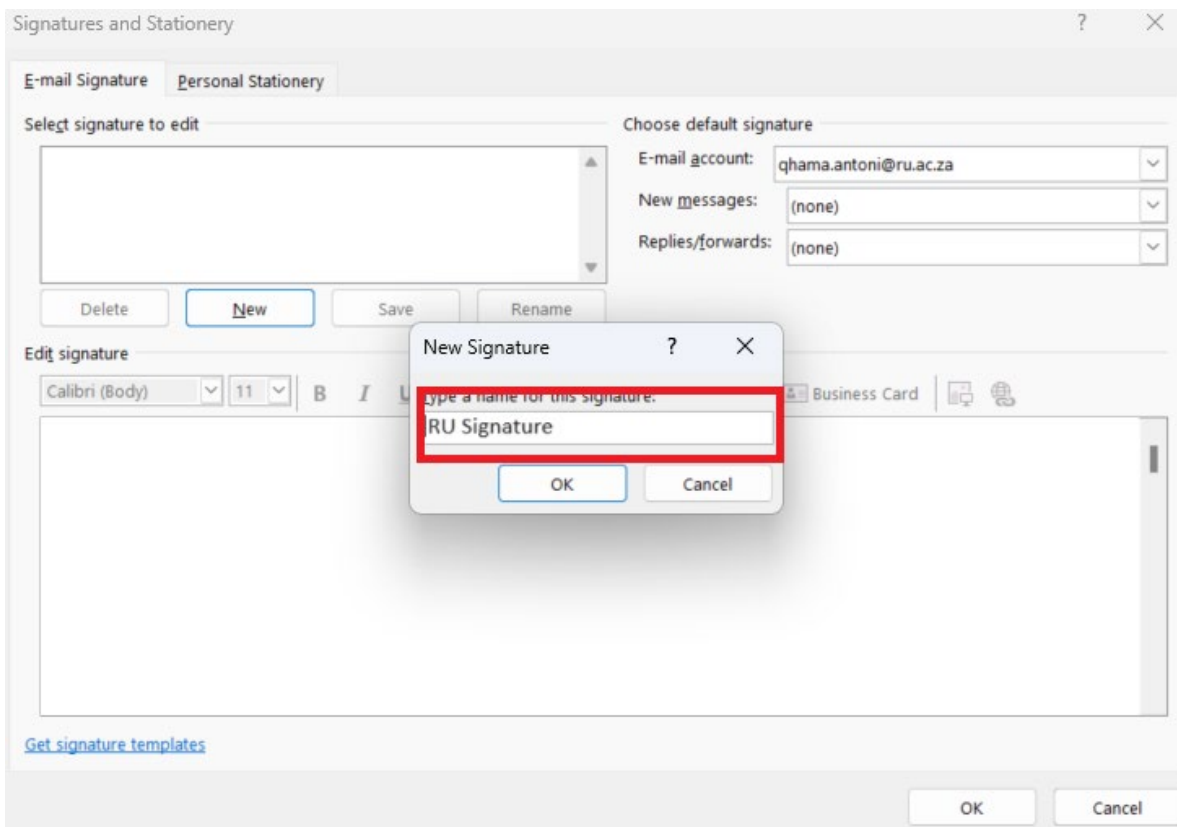
2. Click **Signature > Signatures...** on the Message tab.



3. Click the **New** button in the Signatures and Stationery window.

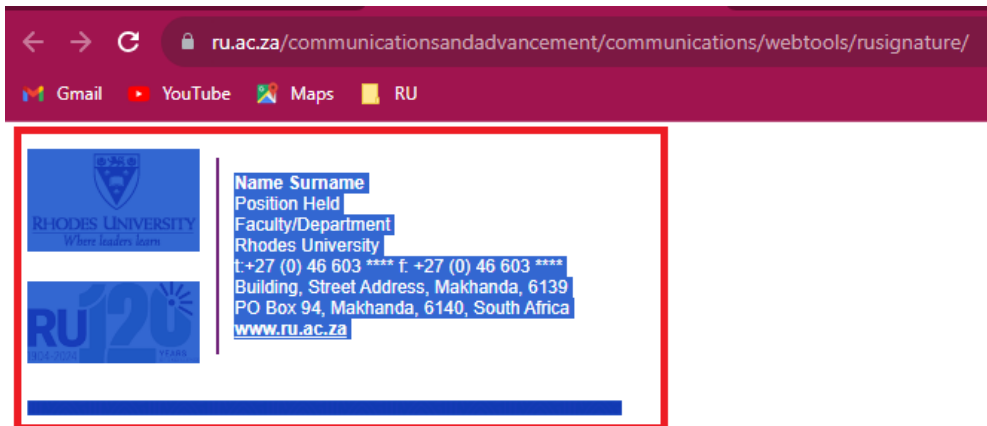


4. Type in a name for the signature and click OK. For example, "Work Signature".

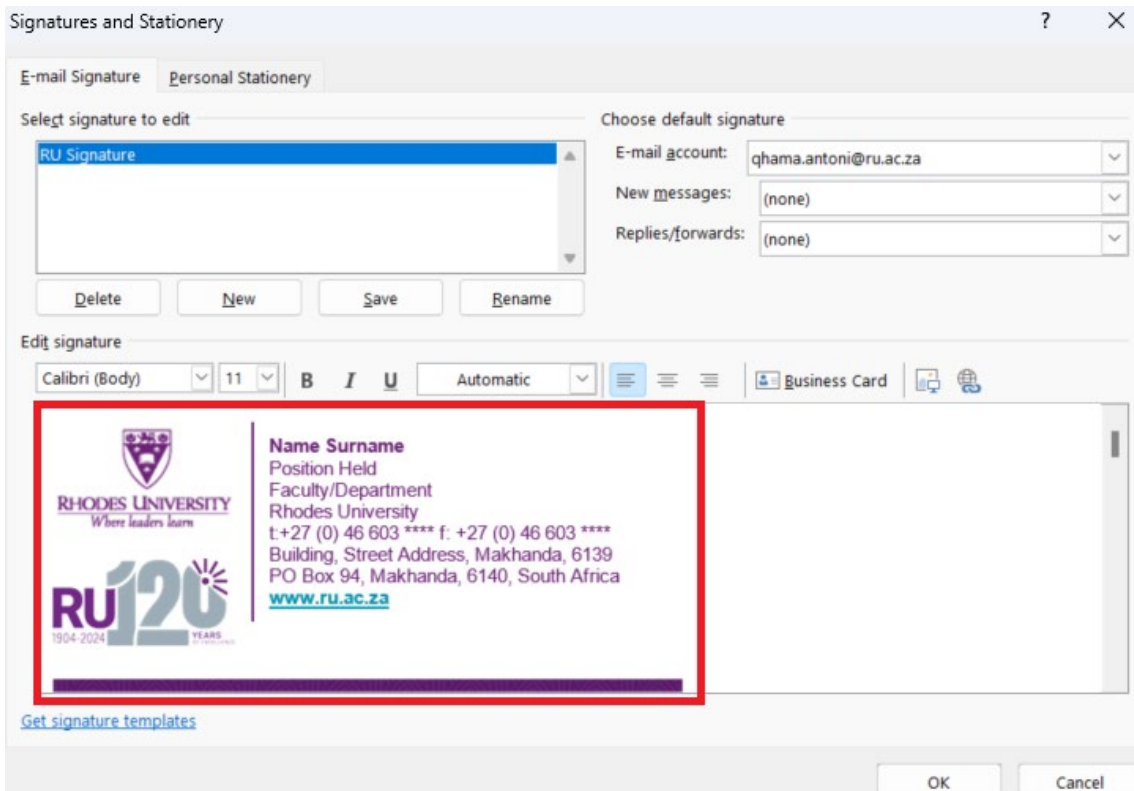


5. Visit the URL provided below (Same one as on Page 1 of this document), then using your keyboard **Press CTRL + A** to select all the content (*Please note: this process is preferable because once you highlight using your mouse some html elements get left out*) the RU Signature and Copy (**By pressing “CTRL+C”, please do not right click and copy as this will cause issues**).

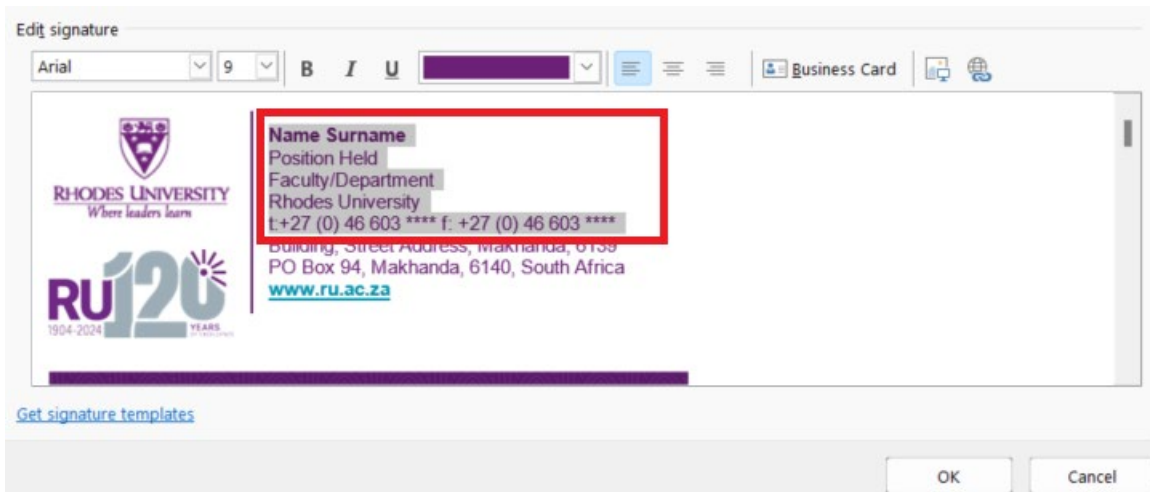
<https://www.ru.ac.za/communicationsandadvancement/communications/webtools/rusignature/>



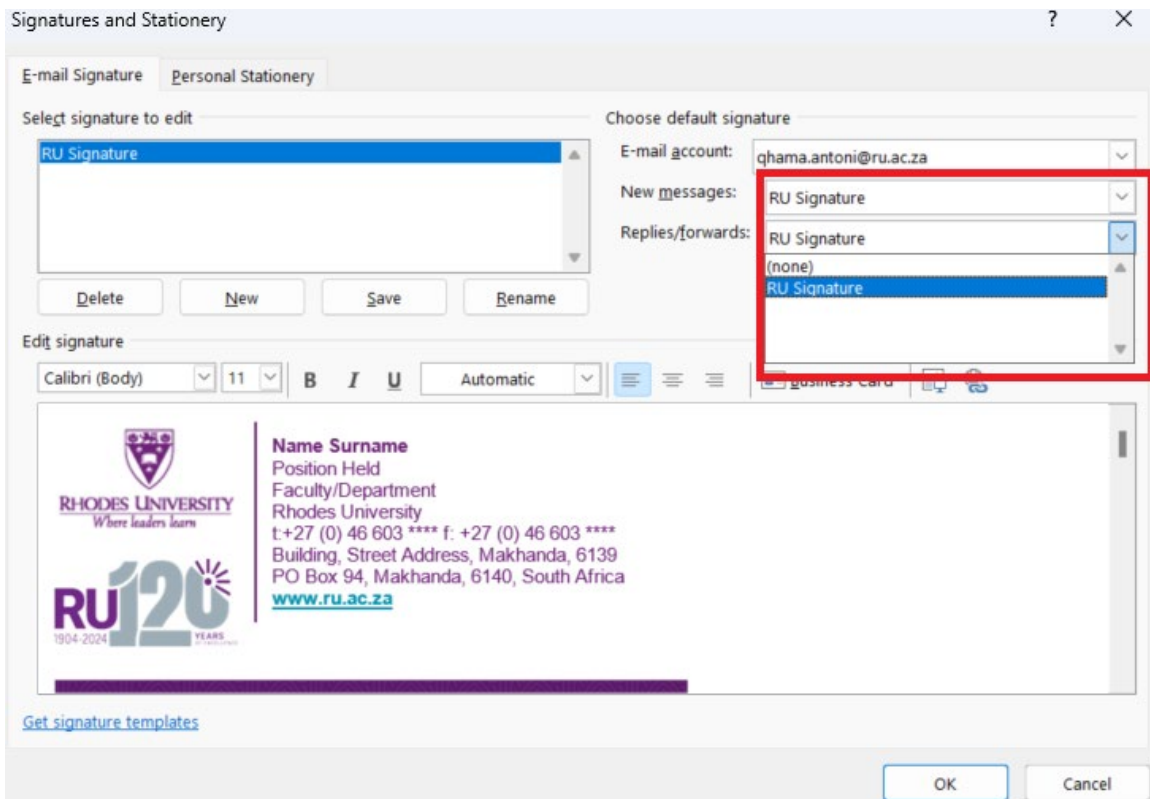
6. **Navigate back to Outlook** and Paste (By **Pressing “CTRL + V”** from your keyboard. Please do not use your mouse to right click and Paste) on the signature area as demonstrated below.



7. Change the details to match yours.



8. Click on the “Save” button and remember to select your signature name for “New messages” and “Replies/forwards”.



8. Click on the “Ok” button and you done!