

Email Signature Template Video Transcript

Hello, this is Tara, your EST. And I'd like to show you how to get your email signature setup using a template that's available on Fanshawe. And so we're here at our homepage and I've provided a link, so I'm just gonna go there. The link is to the Fanshawe Reputation and Brand Management, The Hub. And you can just login. And it should choose your credentials if you're logged into FanshaweOnline. So when you get here, I've given you a direct link here to the email signature template. So you're just going to be filling out the information down here. It'll be reflected up here and then you're going to copy signature. So I'm just gonna do a bit of that here. When I tab out, then my information is included up here. So I'm just going to change a couple of things. So for the phone number, I'm just going to backspace out 519452 and mine is, I believe 44, 30. And my extension, I'm just keying in the numbers 14907. All of the other like the "x" and the hyphens here get put in. I'm going to tab out of there so it'll be added. Ok. So let's say you've got this the way you want it to be. Then you're going to just hit copy. And now you're going to move on over to your e-mail, which is this little icon here. So I'll just be back in a moment. I just did that for privacy sake because it will show my emails when I actually click on it. So after you click on it, you choose email. And this is where you all arrive and you'll want to go over here to Settings, click on that. And then scroll down here to where it says email signature. And we're simply gonna just right-click and paste that in. And you can look at it full screen by clicking that here, that four arrowheads. And then it looks good to me. So now in order to save it, we have to actually get out of full screen by clicking that again and then hit Save. Then you might want to send yourself an email to just see how it looks. I would compose an email and have a look. Now, we can go back to that form. And we're going to modify it because we actually have two e-mail addresses. And that's an important thing to note here is that I did sign in under my fan chart online account because that's all we have really it did gather that information here for my email. But you also have a Fanshawe, c.ca, and that's your corporate email. So since this one now is going to be for corporate, I'm going to change this. We don't want to be putting this in our FanshaweOnline or course email. But this one's for our Outlook in this tab out and you can see that it's been changed here. Now, another thing that I thought I should mention is that email that you set up for fancy online that will show up for all of your courses. So that's awesome. And okay, so now that we've got your corporate email, maybe change some things about it again, we're going to copy. Now we're gonna go over to Outlook. I'm in Outlook and this is from Office 365, it's the online version. So I'm going to go into this settings here, the cogwheel. And I will choose the search box and I will type in signature. And then it'll bring up a link that says email signature that I can click on. I've got this notepad here in front just for privacy sake. So I'll just go ahead and do that and come back. Okay, So I've completed that search. And now it has opened this window here for settings for composing reply. And under here's the email signature. I have a couple already set up, so I'm just going to click on this plus sign to set up a new one. I'll just call this one EST three. And then I'm going to right-click and paste in this area here what I copied over from that template. And it looks great to me, so I'm going to save it right now. My signature for new messages and replies and forwards is set to two. If I wanted, I could change the new message and the replies and forwards to my new signature. And then I would just hit save. Okay, so now I have the desktop version of Outlook opened and this is the 2019 one. And I have again my notepad up for privacy. This one here is a little bit more difficult to find the email signature. But if you go up here where

it says, Tell me what you want to do. If you click on here, then a search field will open. And you can go ahead and search for email signature or signature. And it will find it very similar to what we did in the other one. I'm just going to go ahead and do new and call this EST 3. And then I'm going to paste that signature that I copied into here. If everything looks good, I'm going to click on Okay, but I first want to make sure that I set the new messages and replies and forwards to the correct signature, the new one. Then I would click on OK here. And really that's all there is to it. If you need any assistance, please feel free to reach out. Thank you.