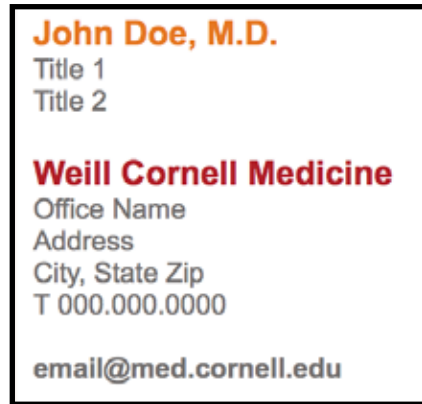




The WCM Signature Template

These instructions will help you update your signatures in Outlook 2014 (Windows), Outlook 2011 (Mac), O365 Webmail, Apple Mail, and iOS/Android devices, to match current WCM style guidelines. The look of the signature is as follows:



Create Your Signature

1. Download the Microsoft Word WCM Signature Template from <http://brand.weill.cornell.edu>.
2. Edit the contact information to match your own.
3. Highlight the text and **Copy** it (Control-C on Windows, Command-C on Mac).
4. Follow one of the procedures below to bring the signature into your email client:

Outlook 2013 (Windows)	Outlook 2011 (Mac)	Apple Mail
<ol style="list-style-type: none"> 1. Click the Options tab. 2. Choose Mail from the left column, and click Signatures. 3. Click New, then name the signature when prompted. 4. Click inside the text area, and Paste (Control-C) the signature from the template. 5. Click Save. 	<ol style="list-style-type: none"> 1. Open a New Email. 2. Click inside the message window, and Paste (Command-C) the signature from the template. 3. Select the signature in the message window, and Copy it. 4. Click Outlook in the menu bar, and choose Preferences. 5. Select Signatures. 6. Click + to create a new signature. 7. Delete the default signature that appears, and Paste the one from the message window. 8. Close the Signatures window. 	<ol style="list-style-type: none"> 1. Open a New Email. 2. Click inside the message window, and Paste (Command-C) the signature from the template. 3. Select the signature in the message window, and Copy it. 4. Click Mail in the menu bar, and choose Preferences. 5. Select Signatures. 6. Choose Exchange. 6. Click + to create a new signature. 7. Delete the default signature that appears, and Paste the one from the message window. 8. Close the Signatures window.
<h3>O-365 Webmail</h3> <ol style="list-style-type: none"> 1. Click the Settings gear (top right). 2. Select Options, then click Email Signature (left navigation pane) 3. Click inside the text area, and Paste the signature from the template. 4. Click Save. <p><i>NOTE: Webmail may convert the gray to black; this is expected.</i></p>	<h3>REMEMBER!</h3> <p><i>Please do not embed or attach a logo or artwork as part of the signature. Many organizations manually configure their email clients to block attached images due to potential virus issues.</i></p>	

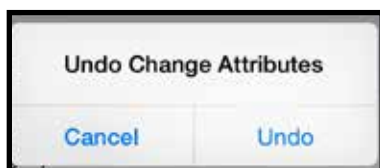


Create Your iOS Signature

1. Download the Microsoft Word WCM Signature Template from <http://brand.weill.cornell.edu>.



2. Select the text of the signature, and tap **Copy**.
3. Open Settings.
4. Tap **Mail, Contacts, Calendars**.
5. Tap **Signature**.
6. If you have multiple email accounts on your device, tap **Per Account**. If not, skip to Step 7.
7. Tap inside the text area under **WCMC EMAIL (OFFICE 365)**, and select **Paste**.



8. Shake the device until **Undo Change Attributes** pops up. Tap **Undo**. The signature's color information will return.
NOTE: If you are on iOS 9 (or later), make sure the "Shake to Undo" option is ON by going to Settings -> General -> Accessibility -> Shake to Undo.
9. Edit the text to match your contact information, then exit from Settings.

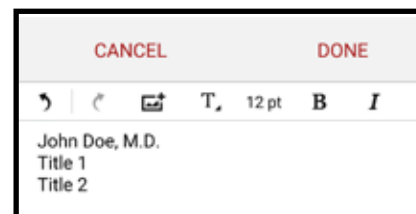
Create Your Android Signature

NOTE: Screens and steps may slightly differ from your Android device.

1. Download the Microsoft Word WCM Signature Template from <http://brand.weill.cornell.edu>.



2. Select the text of the signature, and tap **Copy**.
3. Open your email app.
4. Tap **More**, and select **Settings**.
5. Tap **Signature**.
6. Tap **Edit Signature**.
7. Tap inside the text area, and select **Paste**. Some Android email clients may strip out the color and formatting information.



8. Edit the text to match your contact information. Bold the lines for your name, Weill Cornell Medicine, and email address, then tap **Done**.