



**NORTHWEST ARKANSAS  
COMMUNITY COLLEGE**

# **NWACC Email Signature Instructions**

**[nwacc.edu](http://nwacc.edu)**

# Downloading Your Email Signature Image

- Find the email signature that best fits your department/program.
  - **All NWACC Staff and Faculty are permitted to download** and use:
    - **General Academic Signature**
    - **General Academic and Athletic Signature**
- Click on **Click Here to Download** to download the appropriate zip file.

## General Academic & Athletic Signatures

Download general logos available to ALL Staff and Faculty

**Click Here to Download General Academic Signature**

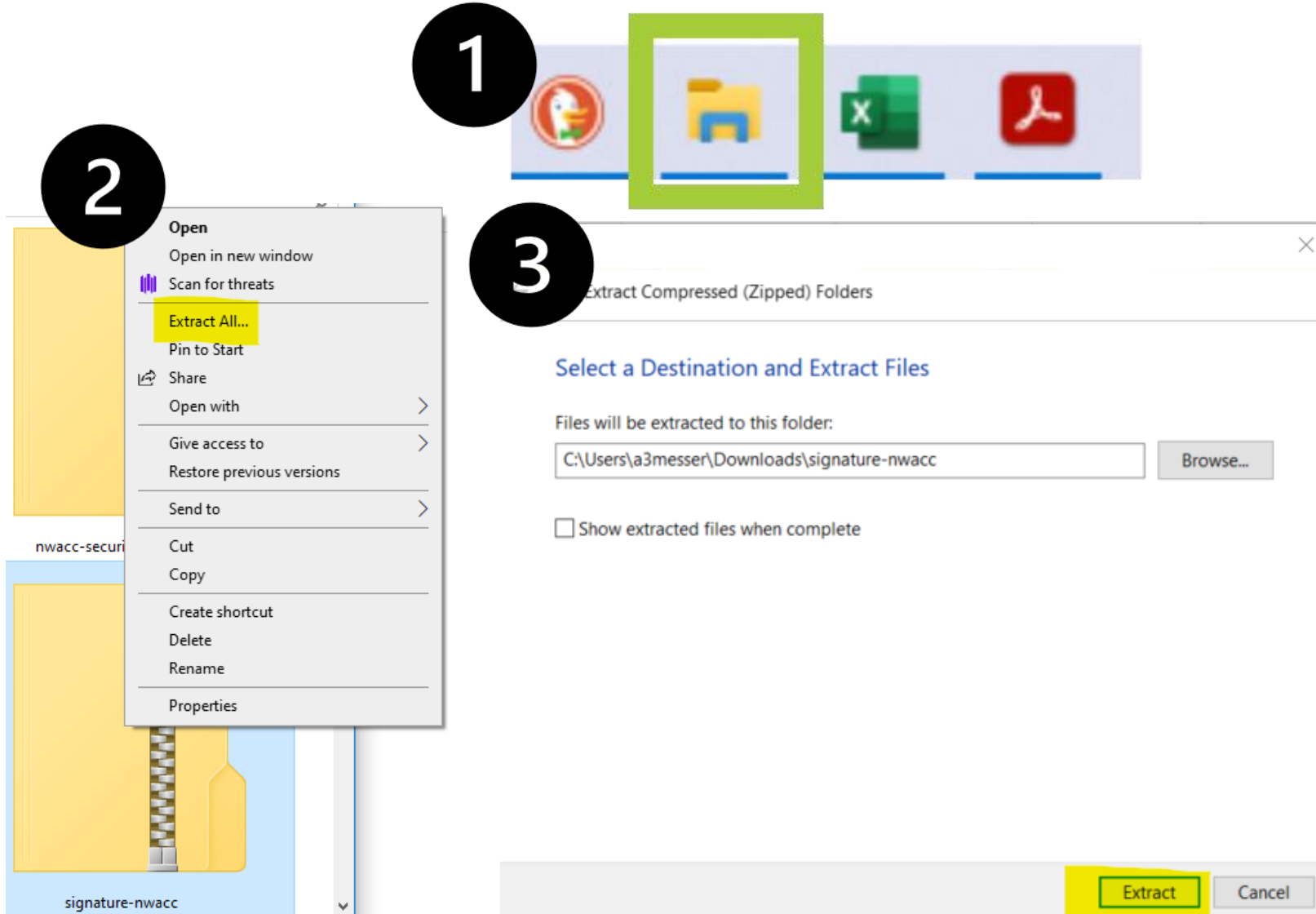
**Click Here to Download General Academic and Athletic Signature**

## Adult Education Signature

Download available to Adult Education Staff and Faculty ONLY

**Click Here to Download**

# Downloading Your Email Signature Image

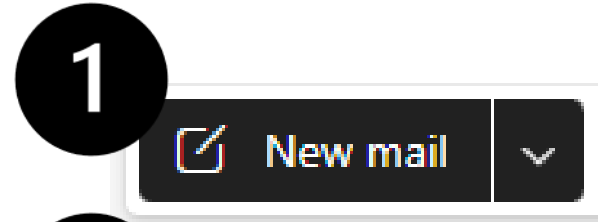


1. Open your computer's **File Explorer/Folder**.
2. Right Click on the file you downloaded and select '**Extract All**'.
3. Click '**Extract**' to download the folder.

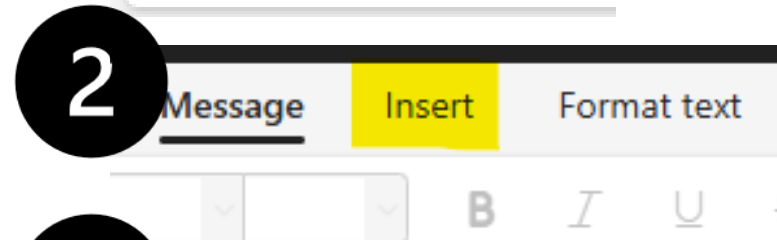
# Creating Your Email Signature – Web Version

Scroll Down to **Slide 10** to View Windows Desktop Installation Instructions

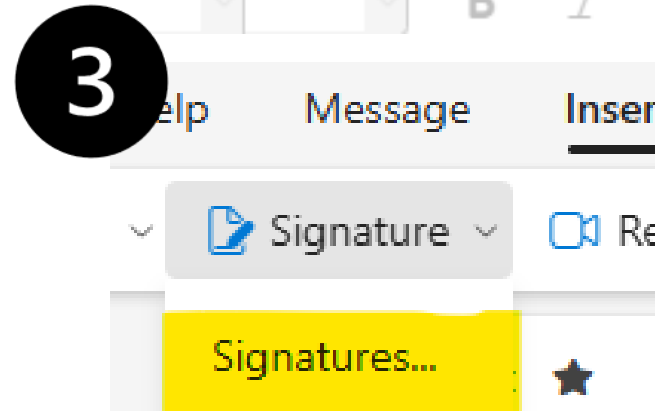
1. Click 'New Mail'.



2. Click 'Insert'.



3. Click 'Signature' and then click 'Signatures...'.



# Creating Your Email Signature – Web Version

1. Name your signature in the box titled ‘**Edit signature name**’.

## Email signature

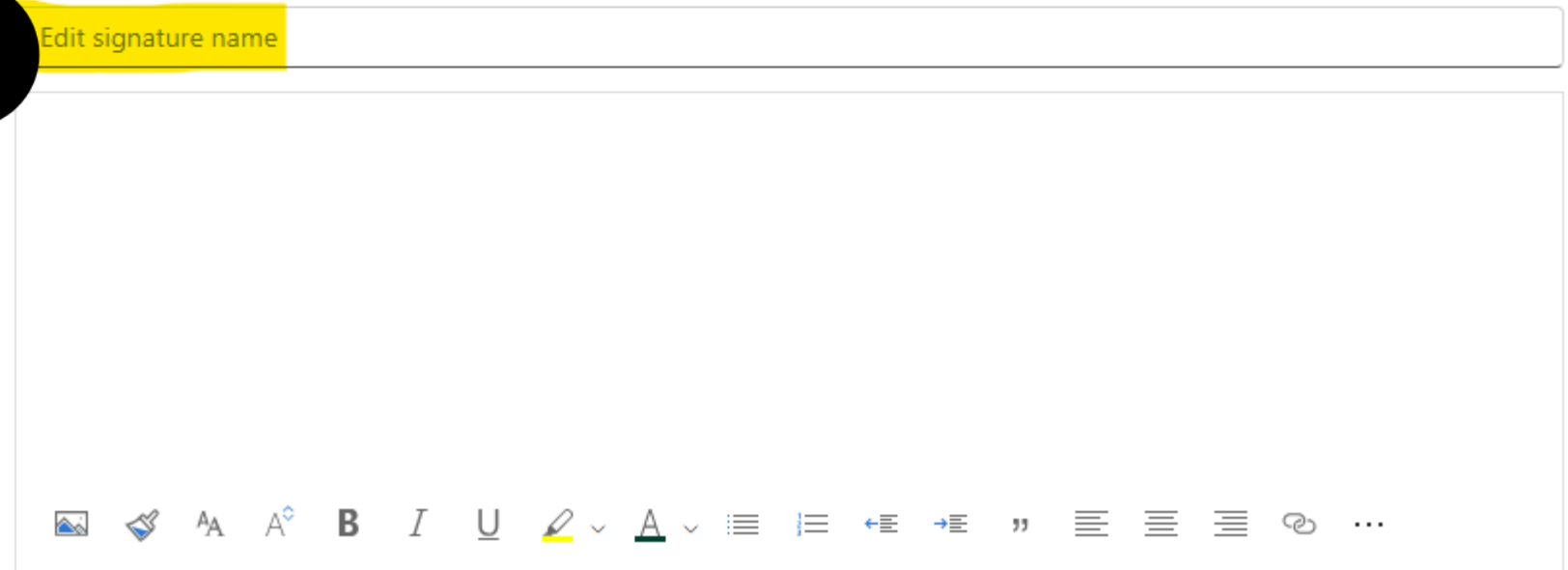
You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.

Create and edit signatures

+ New signature

1

Edit signature name



# Creating Your Email Signature – Web Version

1. Enter the information below underneath the **Signature name**.
2. Use the font titled Aptos, with size 12 font.
3. Insert and **Bold** your name on line 1.
4. Insert your job title on line 2.
5. Insert 'NorthWest Arkansas Community College' on line 3.
6. OPTIONAL: If you link to your Department or Program Page on line 4 make it **descriptive**.
  - i. **Example:**
    - i. Visit NWACC Marketing (**Good**)
    - ii. [my.nwacc.edu/NWACC/Marketing](http://my.nwacc.edu/NWACC/Marketing) (**BAD**)
7. Lines **3** and **4** (NorthWest Arkansas Community College and Link to Department or Program Page) can be NWACC's primary green or black. The primary green hex color code is #00402E.
8. Insert your office phone number on line 5.
9. OPTIONAL: Insert your mobile number on line 6.
10. OPTIONAL: Insert your office location on line 7.















# Creating Your Email Signature – Web Version

- Your email signature should look like this.

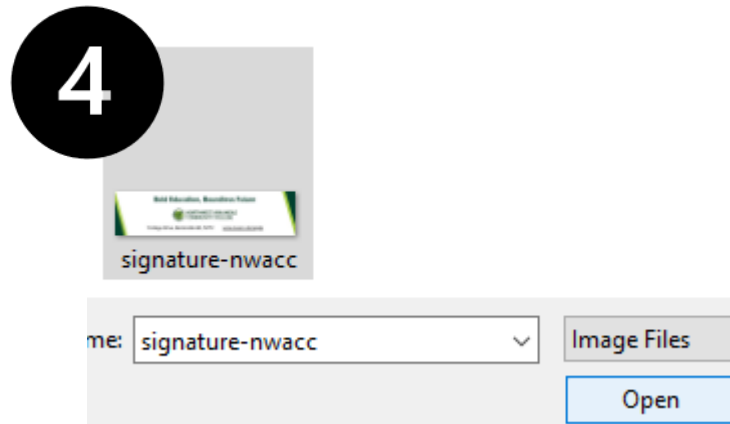
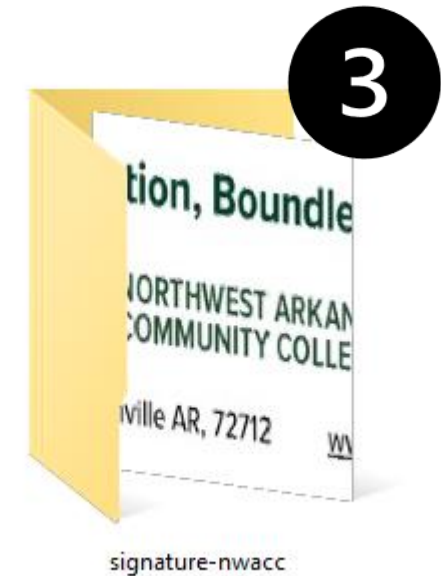
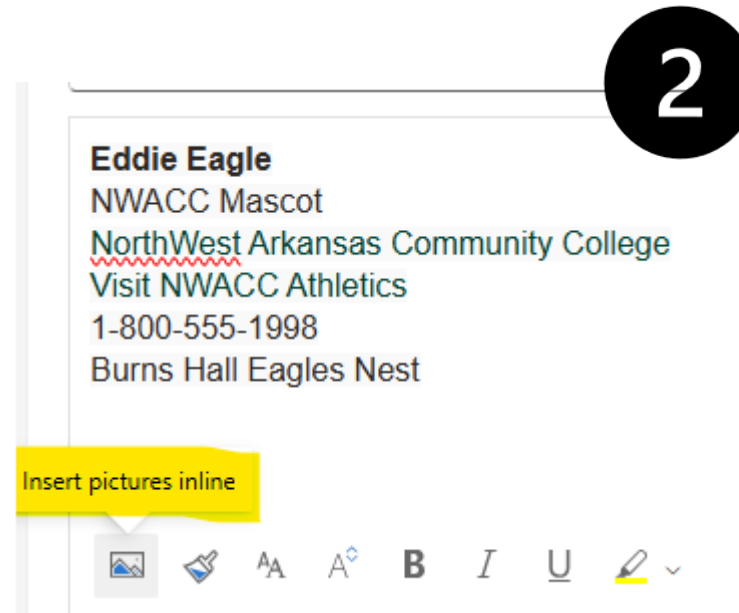
Eddie Eagle's Signature

**Eddie Eagle**  
NWACC Mascot  
NorthWest Arkansas Community College  
Visit NWACC Athletics  
1-800-555-1998  
Burns Hall Eagles Nest

  AA A **B** *I* U       "     ...

# Creating Your Email Signature – Web Version

1. Enter down once to be on the next blank line.
2. Click on '**Insert pictures inline**'.
3. Double click on the folder you extracted earlier.
4. Select the extracted image and click '**Open**'.





# Creating Your Email Signature – Web Version

1. Your signature should now look like this.
2. Right click on the image and click **'Add alternate text'**.
3. Paste the text below into the box and click **'OK'**.
  - Bold Education, Boundless Future — NorthWest Arkansas Community College — 1 College Drive, Bentonville AR 72712 — [www.nwacc.edu/apply](http://www.nwacc.edu/apply)
4. Click **'Save'**.
5. Click the **'X'** in the right-hand corner. You have successfully set up your new email signature!

**1**

Eddie Eagle's Signature

Eddie Eagle  
NWACC Mascot  
NorthWest Arkansas Community College  
Visit NWACC Athletics  
1-800-555-1998  
Burns Hall Eagles Nest

**Bold Education, Boundless Future**

NORTHWEST ARKANSAS COMMUNITY COLLEGE

1 College Drive, Bentonville AR, 72712

**2**

**Bold Education, Boundless Future**

NORTHWEST ARKANSAS COMMUNITY COLLEGE

1 College Drive, Bentonville AR, 72712

Include a link to my bookings page in my signature

It signatures

Messages: (No signature)

Forwards: (No signature)

**3**

**Add alt text**

**Bold Education, Boundless Future**

NORTHWEST ARKANSAS COMMUNITY COLLEGE

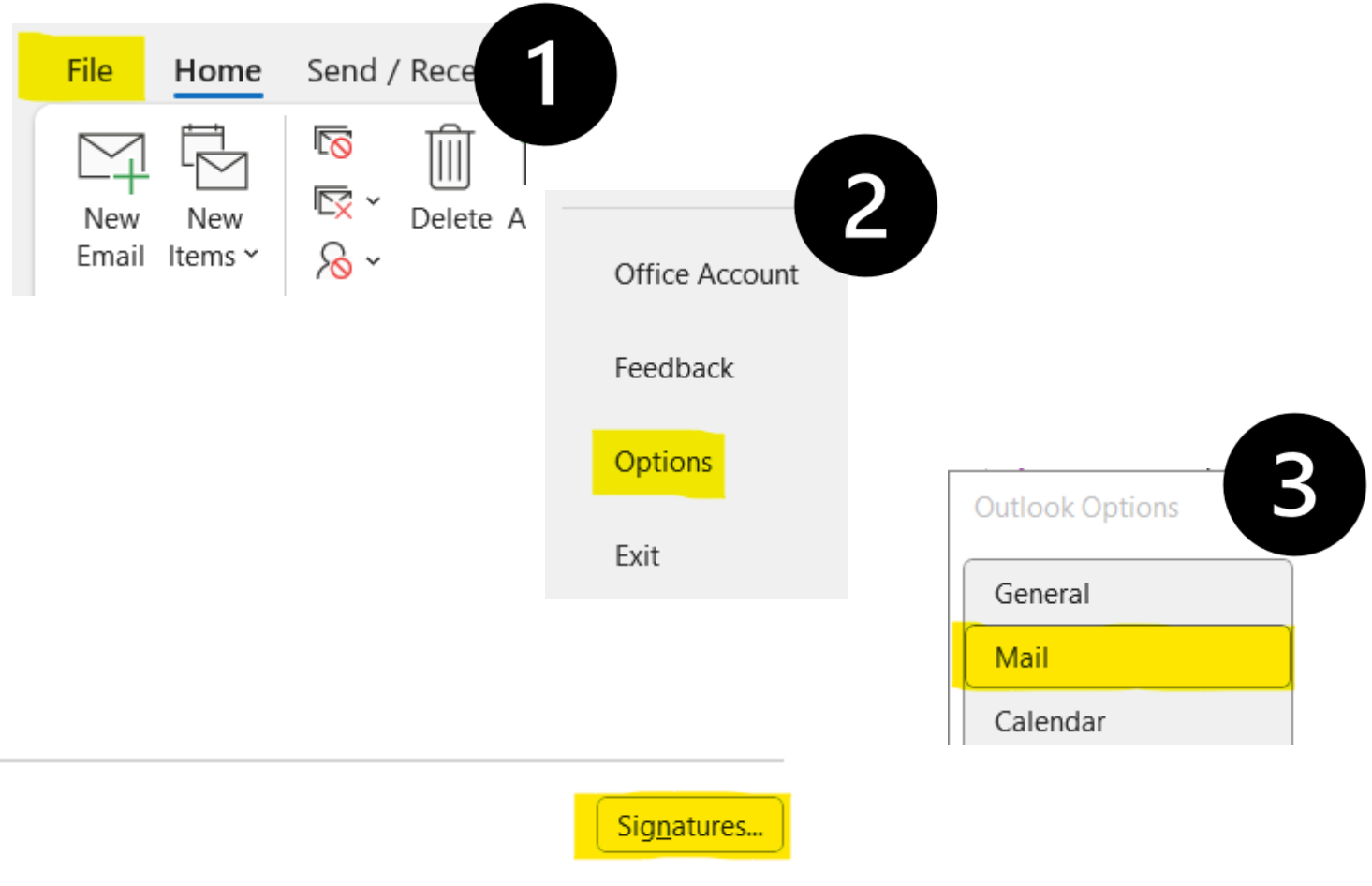
1 College Drive, Bentonville AR, 72712 [www.nwacc.edu/apply](http://www.nwacc.edu/apply)

Bold Education, Boundless Future —  
Northwest Arkansas Community College — 1  
College Drive, Bentonville AR 72712 —  
[www.nwacc.edu/apply](http://www.nwacc.edu/apply)

OK Cancel

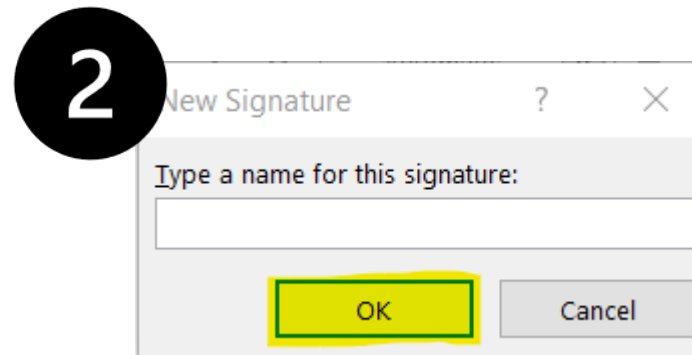
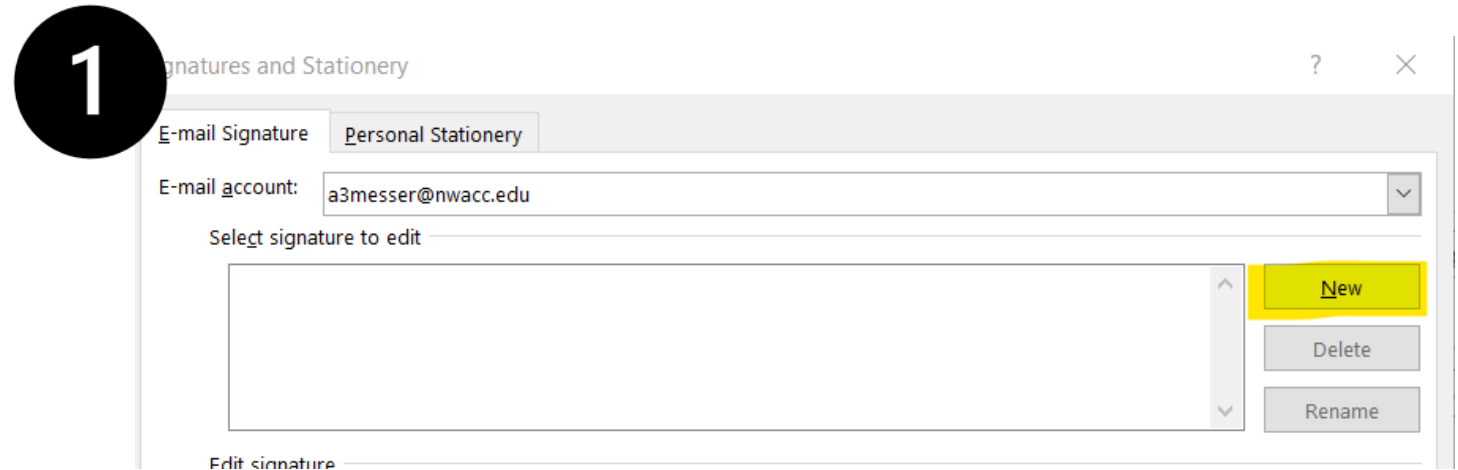
# Creating Your Email Signature – Desktop Version

1. Click on '**File**' in the upper left corner.
2. Click on '**Options**' in the bottom left corner.
3. In the new window, click on '**Mail**'.
4. Click on '**Signatures...**'.



# Creating Your Email Signature – Desktop Version

1. Click on '**New**'.
2. Enter a name for your signature and click '**OK**'.



# Creating Your Email Signature – Desktop Version

1. Use the font titled Aptos, with size 12 font.
2. Insert and **Bold** your name on line 1.
3. Insert your job title on line 2.
4. Insert 'NorthWest Arkansas Community College' on line 3.
5. OPTIONAL: If you link to your Department or Program Page on line 4 make it **descriptive**.
  - i. **Example:**
    - i. Visit NWACC Marketing (**Good**)
    - ii. [my.nwacc.edu/NWACC/Marketing](http://my.nwacc.edu/NWACC/Marketing) (**BAD**)
6. Lines **3** and **4** (NorthWest Arkansas Community College and Link to Department or Program Page) can be NWACC's primary green or black. The primary green hex color code is #00402E.
7. Insert your office phone number on line 5.
8. OPTIONAL: Insert your mobile number on line 6.
9. OPTIONAL: Insert your office location on line 7.

# Creating Your Email Signature – Desktop Version

- Your email signature should look like this.

Select signature to edit

Eddie Eagle's Signature

New  
Delete  
Rename

Edit signature

Aptos (Body) 12 B I U [Color Picker] [List Icon] [List Icon] [List Icon] Business Card [Image Icon] [Globe Icon]

**Eddie Eagle**  
NWACC Mascot  
NorthWest Arkansas Community College  
[Visit NWACC Athletics](#)  
1-800-555-1998  
Burns Hall Eagles Nest

Save [Get signature templates](#)

Use default signature

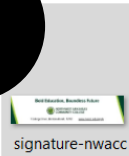
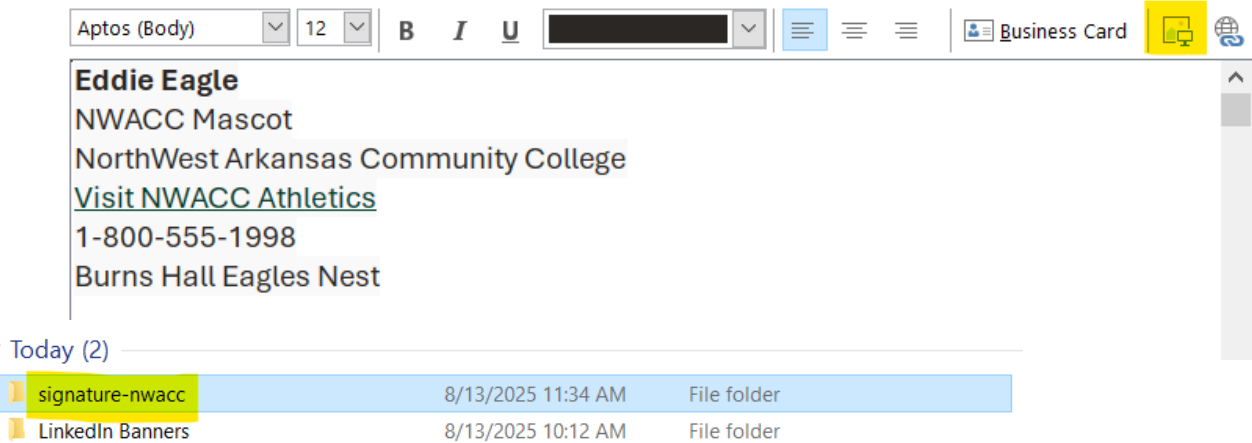
Use messages: (none)

Use replies/forwards: (none)

OK Cancel

# Creating Your Email Signature – Desktop Version

1. Enter down once to be on the next blank line.
2. Click on **‘the highlighted button’** to insert an image.
3. Double click on the folder you extracted earlier.
4. Select the image and click **‘Insert’**.



# Creating Your Email Signature – Desktop Version

1. Your signature should now look like this.
2. Right click on the image you uploaded and click '**Picture...**'.
3. Click on '**Alt Text**'.
4. Paste the text below into the box.
  - Bold Education, Boundless Future  
— NorthWest Arkansas Community College — 1 College Drive,  
Bentonville AR 72712 —  
www.nwacc.edu/apply
5. Click '**OK**'.
6. Click the '**Save**' and then '**OK**' 2 times.
7. You have successfully set up your new email signature!

