

Dear Centenary community,

Below are the instructions to import the Centenary University Signature into your Outlook email.

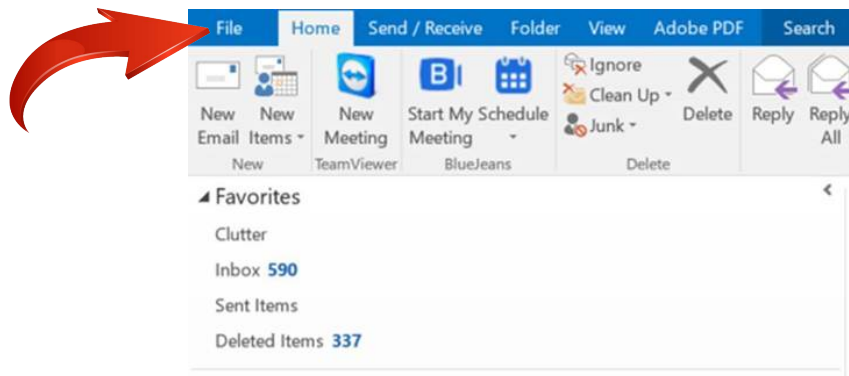
Note these directions are for PC users only.

If you have a mac, please call the helpdesk for the signature at extension 2000

First, run the script below to copy the signatures onto your computer. Simply **click the link below** and then select **“open”**. A black and white text window should open and quickly close.

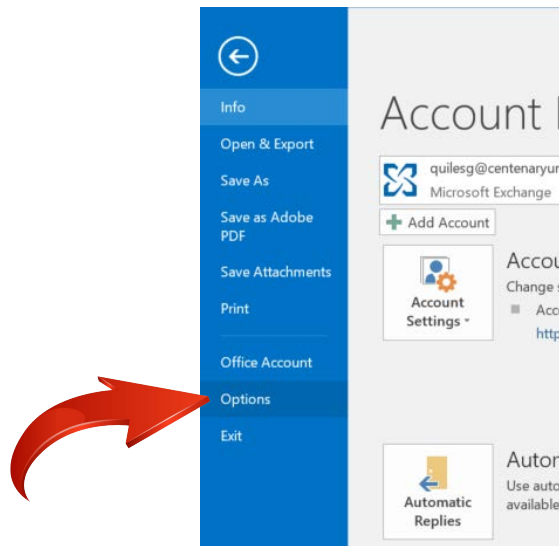
[\\centhtoolbox\public\GPOPush\sig.bat](http://centhtoolbox\public\GPOPush\sig.bat)

Once that completes click **“File”** in the upper left of your outlook window, then click **“options”**:



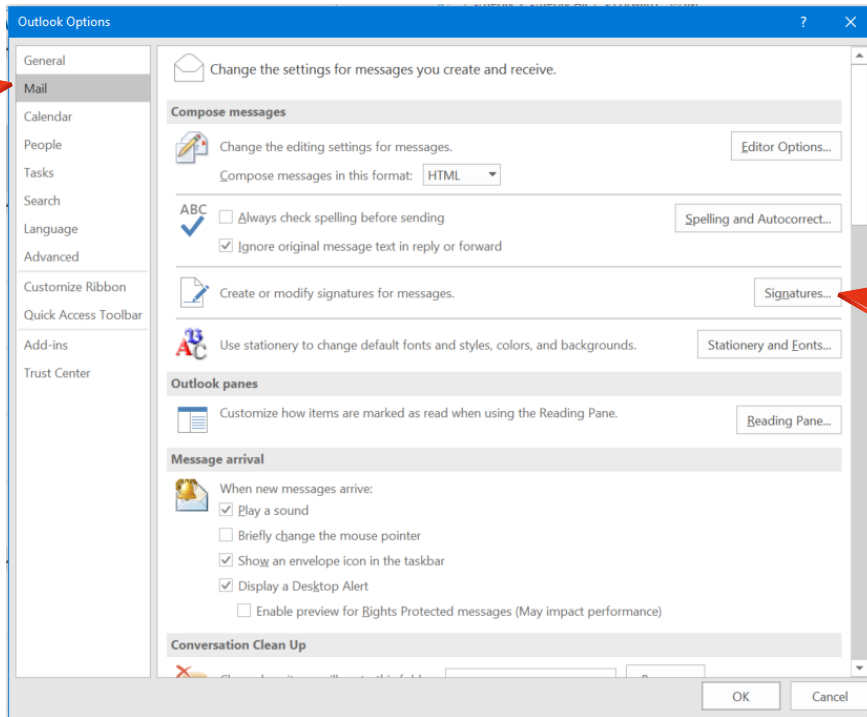
STEP 1

Click on **"Options"** on the left-hand side



STEP 2

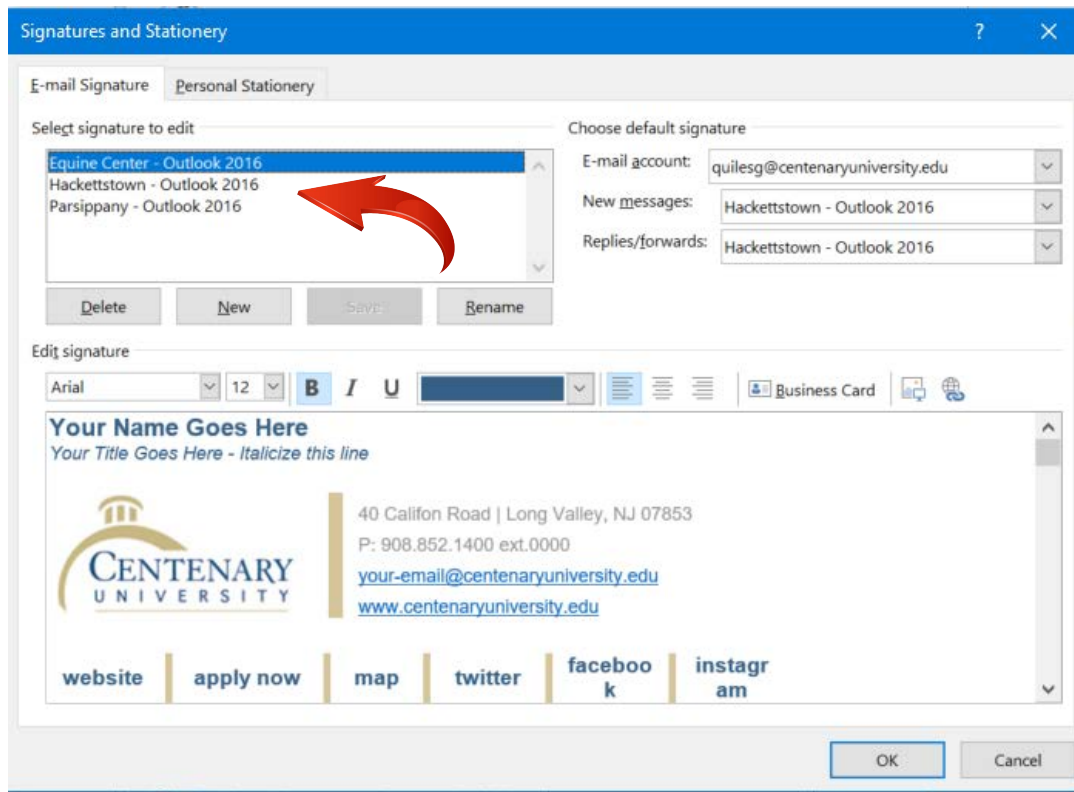
Then click “MAIL” (on the left) and then “signatures” (on the right)



STEP 3

Here you should see any signatures you’ve created along with signatures for Hackettstown, Parsippany, and Equine Center. Choose your campus on the left and edit the details of the signature below to match your personal information (name, email address etc).

Once done editing make sure to pick the default signature on the upper right. This will enable using that signature for new messages. Then click OK at the bottom and you’re finished.



STEP 4

*Note that in some people’s outlook, the formatting of the signature is all squashed into a narrow column. If it looks like this, you can still edit your information and click ok. The signature will work just fine when sending an email.