

Implementation of electronic NWU signature

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1 Do's and don'ts when using the NWU signature

- The NWU electronic signature is only to be used for official NWU business-related emails
- For the sake of consistence and to adhere to the functional language policy of the university, **at least two of the three official languages must be included in the signature.**
- The signature **must** include the following:
 - Title, full name and surname
 - Job title
 - School/faculty/unit/department/division
 - Telephone number/s
 - Website address: www.nwu.ac.za
 - **DO NOT** include any disclaimer – the relevant disclaimer is automatically added to an email
- Only use the corporate default font – Arial, size 8 or 10.
- Double-check for spelling mistakes and the correctness of information.
- Do not use any coloured text – stick to black.
- Do not use any personal messages or quotes in your electronic signature.
- Do not use any background colours.
- You are **NOT** allowed to use secondary logos or any other logo than the approved NWU logo.
- The advertising of NWU-specific events such as open days, conferences etc. is allowed, but please contact your relevant marketing and communication office or brand specialist (Musa Zanempi) to assist with adherence to the NWU CID.
- Major national or international awards or acknowledgements (recently received by your school /department) may be included in your signature, on approval by the Branding, Marketing and Communication Forum (BMC). Please contact your relevant marketing and communication office or brand specialist (Musa Zanempi) to log your request.

2 NWU email signature example



Marelize Santana

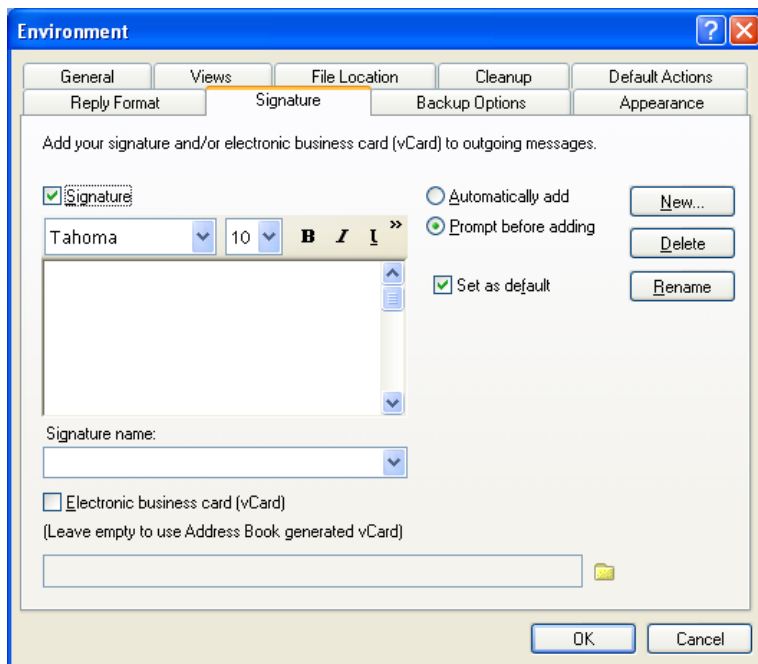
Communication practitioner: Internal communication / *Kommunikasie-praktisyn: Interne kommunikasie*
Corporate Communication / *Korporatiewe Kommunikasie*

[\(018\) 299 4925](tel:0182994925)

www.nwu.ac.za

3 How to create your email signature - Windows

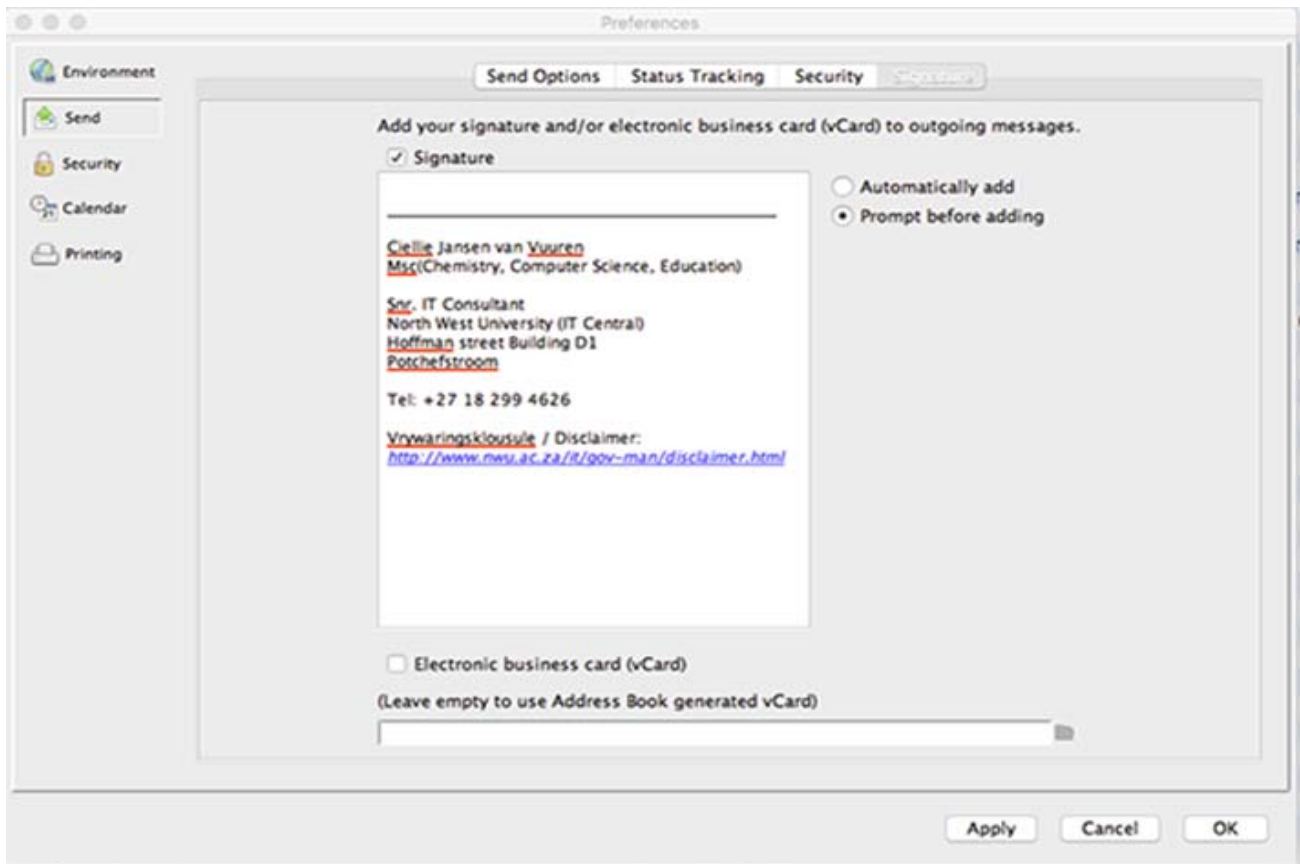
1. Download the NWU signature logo by doing the following:
 - Go to <http://services.nwu.ac.za/ithome>
 - Click on Software Downloads under STAFF
 - Choose GroupWise Windows and Mac Clients
 - Click 'Download the NWU Logo for the GroupWise signature' under Resources and save the logo on your C drive
2. In the GroupWise client, select Tools | Options | Environment | Signatures.



3. Click on "New", give your signature a name and click "OK"
4. Click in the "Signature" field.
5. Insert the NWU logo by clicking on the >> button (next to the bold, italic, etc icon), then selecting Insert Picture and then browsing to your C drive where you saved the logo
6. Add your title, name and surname, as well as your job title, school/faculty/unit/department/division, telephone number/s and the official NWU website address.
7. Remember to click on 'apply' and to select 'prompt before adding'.
8. Click OK.

4 How to create your email signature – Mac

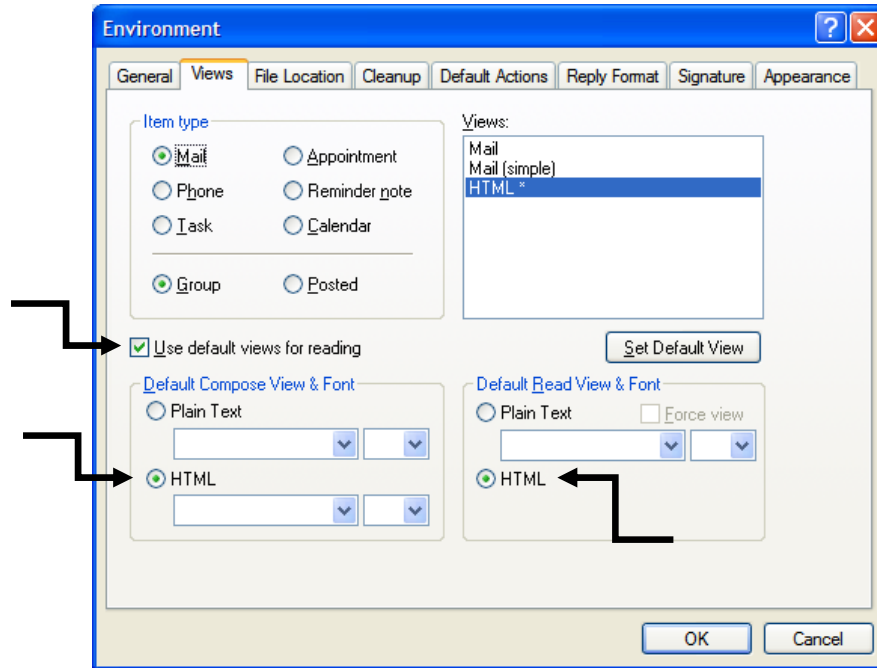
1. Click on GroupWise > Preferences > Send Option and then select the signature tab
2. Add your title, name and surname, as well as your job title, school/faculty/unit/department/division, telephone number/s and the official NWU website address. Unfortunately you will not be able to load the logo in the Mac signature field.
3. Remember to click on 'apply' and to select 'prompt before adding'.
4. Click OK.



5 How to set up plain text or html email views

If you want to view images in an email, make sure that your view settings are set to html.

1. In the GroupWise client, select Tools | Options | Environment | Views.



2. Make sure that Default Compose View & Font is set on HTML.
3. Make sure that Default Read View & Font is set on HTML.
4. Make sure the box "Use default views for reading" is ticked.
5. Click OK.