Create your e-mail signature using GroupWise

Step 1:

- * Open GroupWise.
- * Select "*Tools*" from the GroupWise menu ba * Select "*Options*".

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Step 2:

* The Options window will appear. Select "Environment".



Step 3:

- * Select the "Views" tab.
- * Make sure that the HTML button is checked under "Default views for reading" as well as "Default Read View & Font".

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Step 4:

- * Select the "Signature" tab. Check the "vCard" and / or "Signature" box and then the "Automatically add" or "Prompt before adding" button.
- * Enter the personal information that you would like in your signature file then select **"OK"**.
- * Use **"Arial**" or **"Tahoma"** text with the font size set to **"10**" points. Please use it according to the example given below.

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| Anneke Bothma Web Content Manager University of Pretona Administration Building, room 2-15 Tel: 012 420 5380 | I Set as default € | Rename |
| Signature name: | | |
| Anneke Bothma 🛛 👻 | | |
| Electronic business card (vCard) Leave empty to use Address Book generated vCard) | | |
| 1 | 6 | |

Step 5: Add the Centenary logo on your e-mail signature

The following link:

http://web.up.ac.za/signature-per-faculty provides you with JPEG images per faculty.

Save *"Save the Picture as"* the desired JPEG image for your e-mail signature.



Step 6:

* Go back to GroupWise to
 "Environment" window.
 In the popup text box window select the double arrows pointing towards the right.



- * A popup window will appear, select "**Insert Picture**".
- * Then select "**Browse**" and add the image you have selected from the Internet (refer to link in step 5) and click "**OK**".

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Step 7:

Send a test e-mail to your own e-mail address to view your e-mail signature.

Please remember that all outgoing e-mails should also legally carry the official University of Pretoria disclaimer below.



Disclaimer / Vrywaring

This message and attachments are subject to a disclaimer. Please refer to www.up.ac.za/services/it/documentation/docs/ADM1064.pdf for full details.

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