

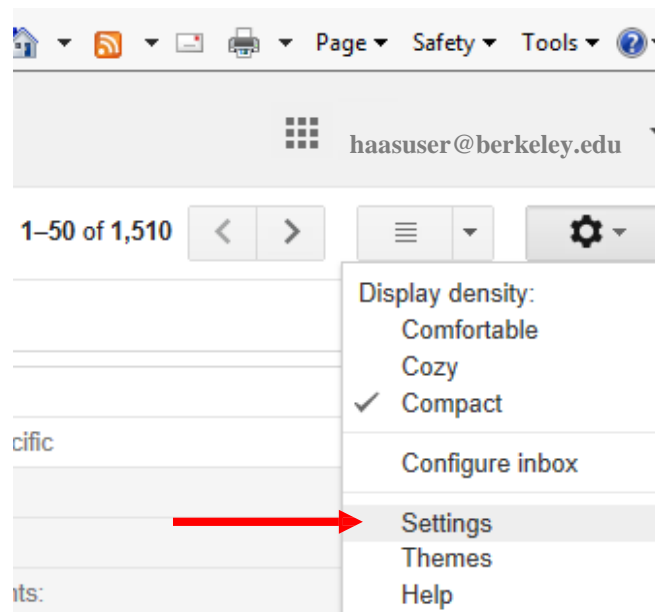


## How do I Create a Signature in bMail?

Step	Procedure
1	Go to your <a href="#">bMail</a> . You will be directed to <b>CalNet Authentication Service</b> . Enter your Calnet ID and passphrase then <b>Sign In</b> .



Step	Procedure
2	Click the <b>Gear icon</b> in the upper right hand corner, and then click on <b>Settings</b> .



Step	Procedure
3	On the left hand side, scroll down to the <b>Signature</b> section. Click on the <b>radio button</b> next to the account name to enable the signature.

People Widget:  Show the people widget - Display information about participants to the right of each conversation  
 Hide the people widget

Create contacts for auto-complete:  When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time  
 I'll add contacts myself

Signature: (appended at the end of all outgoing messages) [Learn more](#)

No signature  
 When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Step	Procedure
4	<p><b>Enter your signature. ALL STAFF SHOULD HAVE A SIGNATURE BLOCK IN THE HAAS FORMAT.</b></p> <p>Please make sure your Haas signature includes the following:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Title</li> <li>Haas School of Business</li> <li>University of California, Berkeley</li> <li>Address (including a room number) - optional</li> <li>Work phone</li> <li>Mobile number and/or fax number - optional</li> <li>Website url – optional</li> </ul> <p>Signatures should contain consistent 10-12 point font, and it should be all black or grey (except links, which should be black or blue). The default size in the signature field is “normal”, which is a 10-12 point font. You can click on the “ <b>tT</b> ” icon to see or change the font size you are using.</p> <p>Also, no bold or italic text should be used, unless a tagline is included (e.g. <i>Leading Through Innovation</i>) which should be black and italicized. Additionally, any HTML formatting must be created outside the field and then copied and pasted into the field.</p>

Signature: (appended at the end of all outgoing messages) [Learn more](#)

No signature  
 When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time

Sans Serif - **tT** - B I U A - ↺ ↻

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Step	Procedure
5	<p><b>Adding an image</b></p> <p>As mentioned in the previous step, in order to add an image to your signature you will need a publicly accessible URL that links the image file directly. You can go to the Haas Marcom webpage below to view the available email signature formats. Please note that you must first agree to the "Usage Limitation Policy" by clicking on the box "I have read the usage limitation policy and agree to the terms"</p> <p><a href="http://haas.berkeley.edu/style-guide/email-signatures.html">http://haas.berkeley.edu/style-guide/email-signatures.html</a></p>

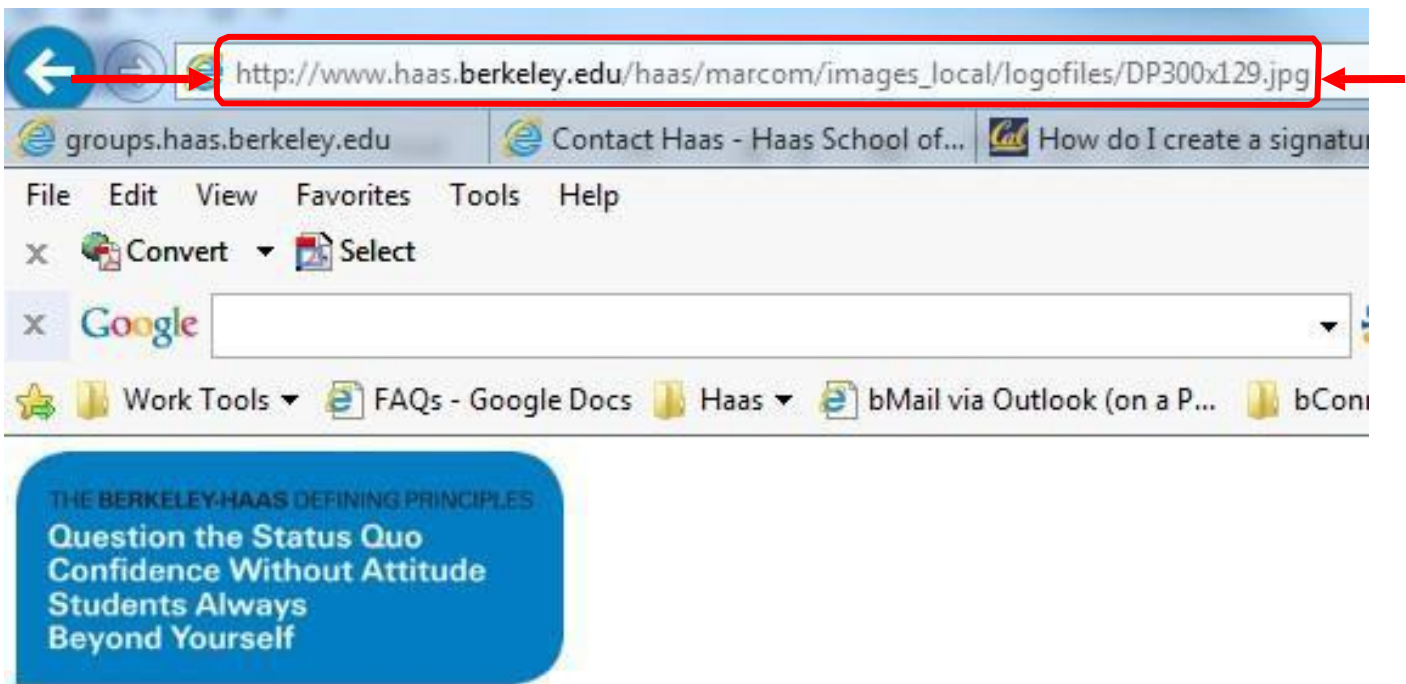
The screenshot shows the Haas School of Business website. The main navigation includes Home, Media Relations, Resources, Social Media At Haas, Dean's Speaker Series, and Berkeley Haas Magazine. The central heading is "Marketing and Communications".

Under "Logos & Wordmarks", there is a checkbox with a red arrow pointing to it:  I have read the usage limitation policy and agree to the terms.

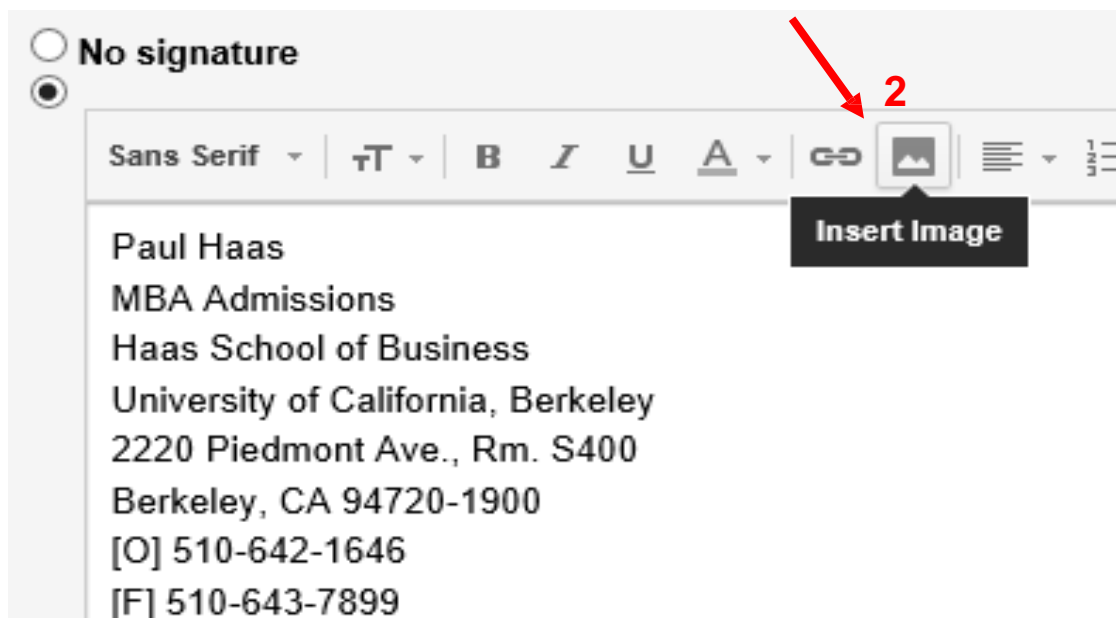
Below the checkbox are three examples of logos and wordmarks:

- Web and Email logos**: Official School logo (color) for the web and email. It features the text "University of California Berkeley Haas School of Business" in blue.
- Official School logo (grey:scale)**: for the web and email. It features the text "University of California Berkeley Haas School of Business" in grey.
- The Evening Principles Wordmark (color)**: for the web and email. It features the text "The Evening Principles" in a stylized font.

Step	Procedure
6	<p>Next <b>select the image</b> you'd like to use <b>by clicking on it</b>.</p> <p>This will open the page to the image location. All you need to do next is <b>copy the URL at the top of the page</b>.</p>



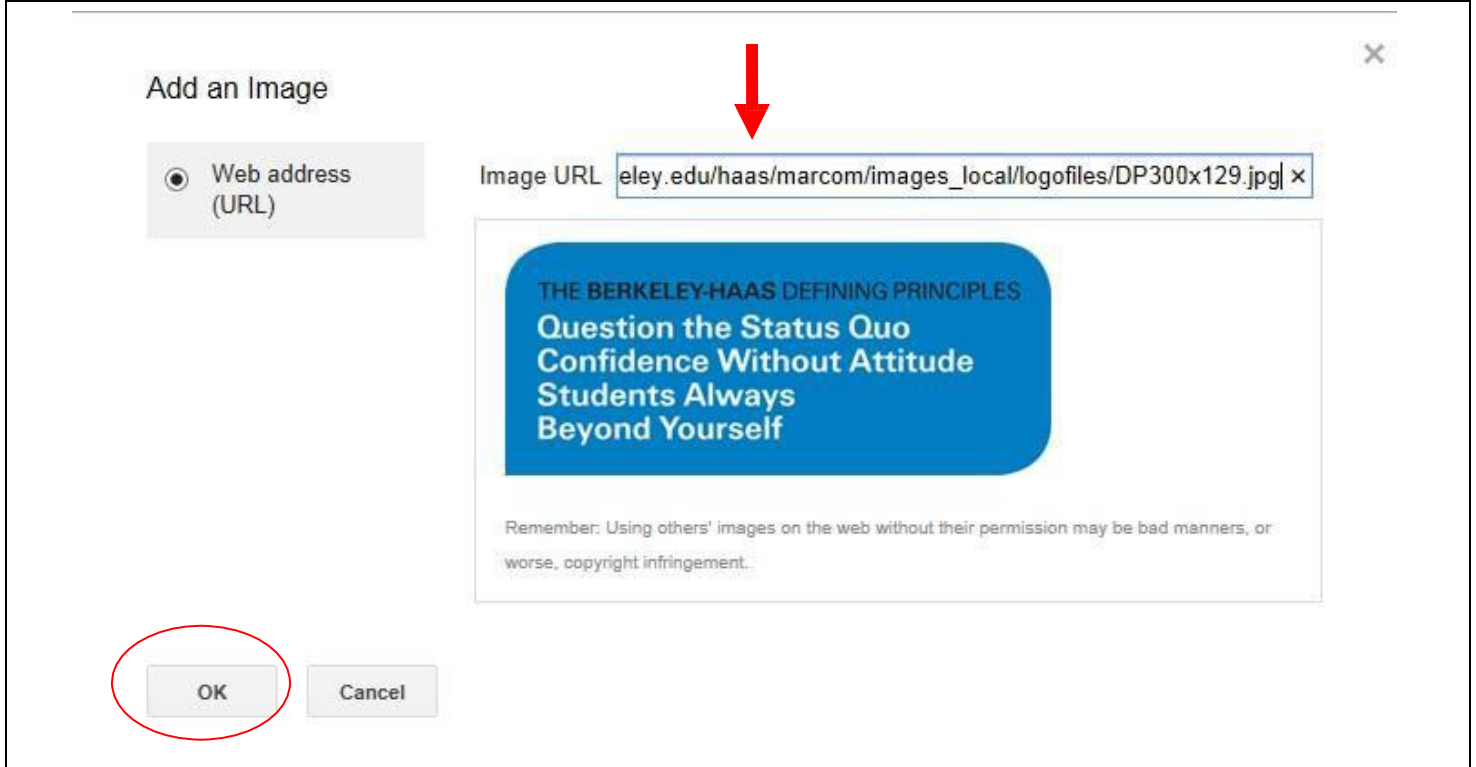
Step	Procedure
7	<p>Next, under <b>Signature</b>, (1) <b>place your cursor</b> in the area where you would like to add the image, then (2) <b>click</b> on the "Insert Image" icon.</p>



→ 1

Step	Procedure
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<b>8</b>	<p><b>Paste the URL</b> where it says “<b>Image URL</b>” then <b>click “OK”</b>. Next, <b>click “Save Changes”</b> at the bottom.</p>
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Step	Procedure
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<b>9</b>	<p>That’s it. Now whenever you <b>click</b> on “<b>Compose</b>” to write a new message, your new signature will show up at the bottom of the message.</p>
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