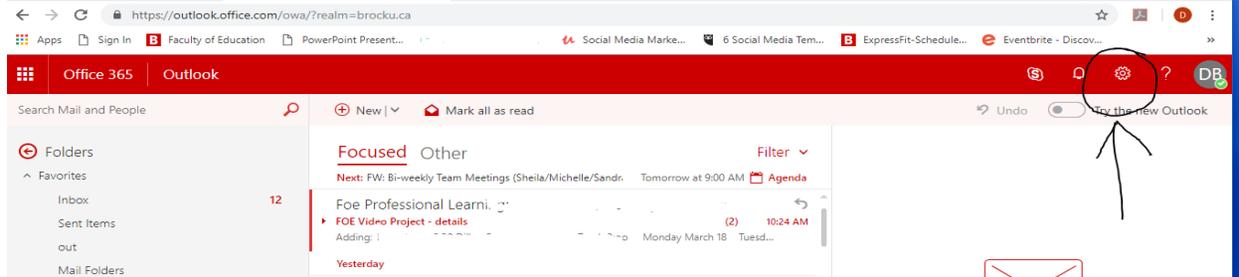
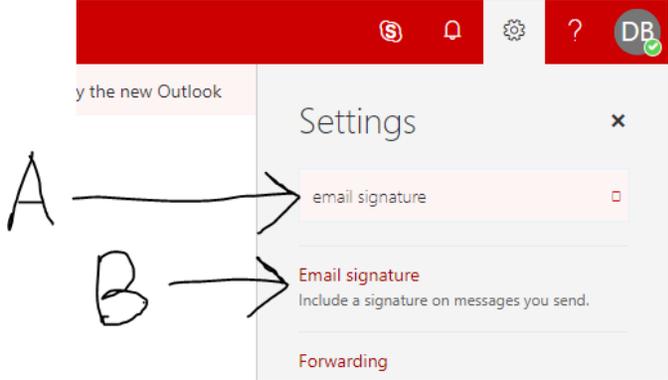
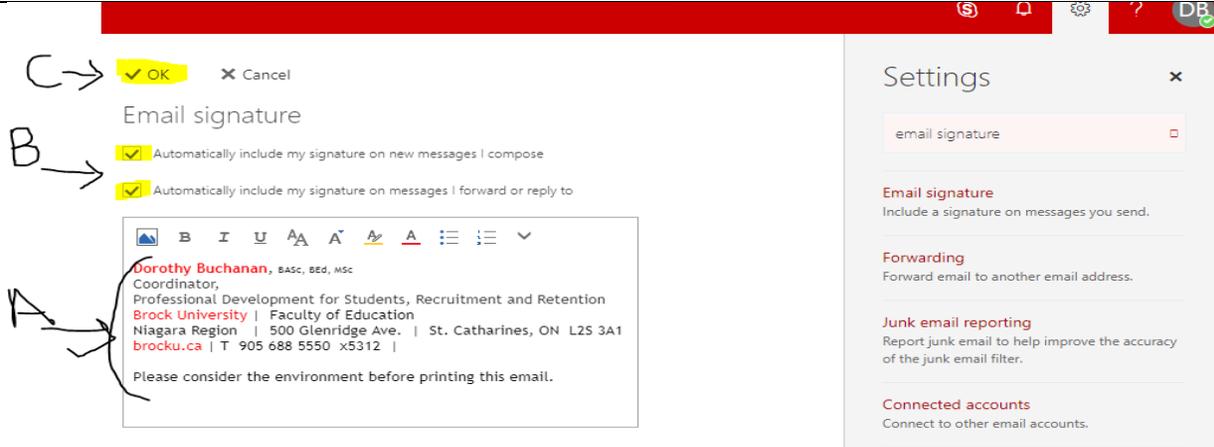


Creating Your Brock Email Signature

Icon may be in different locations depending on your browser and device. Consider Googling “Creating a signature in Outlook” for ... PC or Mac if you have difficulties following these instructions.

<p>1. Open your BROCK email (Outlook) and click on the <i>Settings</i> tool. The icon that looks like a gear/circle.</p>	
<p>2. In <i>Settings</i>, (A) type “EMAIL SIGNATURE” in the search box, and then (B) select Email Signature by clicking on it.</p>	
<p>3. (A) Delete existing text and type your new signature <u>according to the format provided below</u>. (B) Place a check in the signature boxes. (C) Check “OK”.</p>	

Continue on page two ...

Email Signature Format

Format	Legend	Examples
<p>FirstName LastName (Pronouns are optional) Brock Teacher Candidate Year, Program, Campus</p>	<p>Year Y1= Consecutive student entering first year Y2= Consecutive student entering second year Y5= Concurrent student entering fifth year Y6= Concurrent student entering sixth year</p> <p>Program PJ: Primary/Junior JI: Junior/Intermediate IS: Intermediate/Senior</p> <p>Campus Hamilton St. Catharines</p>	<p>Manvir Smith Brock Teacher Candidate (He/His) Y5, JI, Burlington</p> <p>Martina D’Pasca Brock Teacher Candidate Y1, PJ, St. Catharines</p> <p>Shelly Ahuja Brock Teacher Candidate Y2, IS, Burlington</p>