# UITS

Kwame Nkrumah University of
Science and Technology, Kumasi

# KNUST EMAIL SIGNATURE TEMPLATE SETUP DOCUMENT

Kindly note that the email signature template is to be set up on only official university email Addresses.
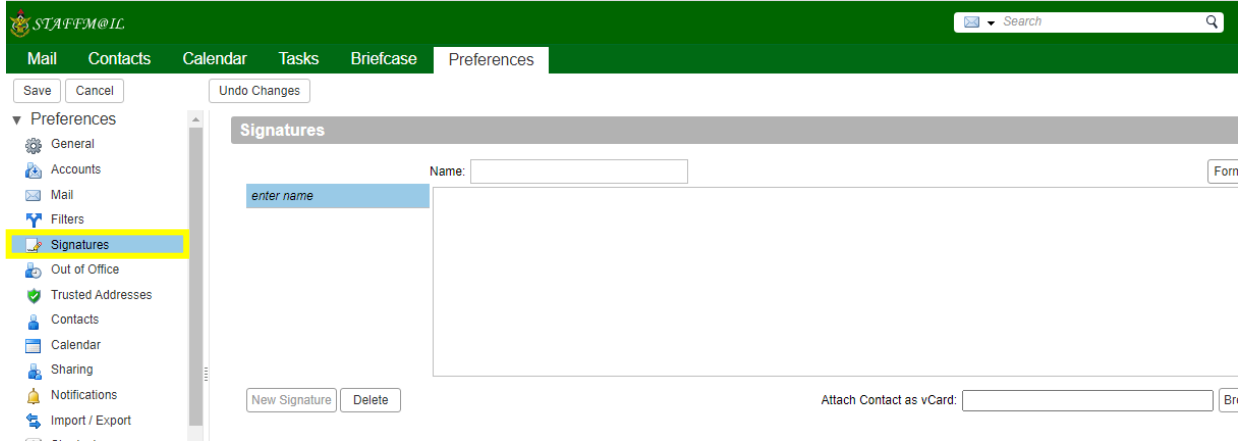
No part of the template should be altered i.e. fonts, colours, images and icons except for the text mentioned in this document.
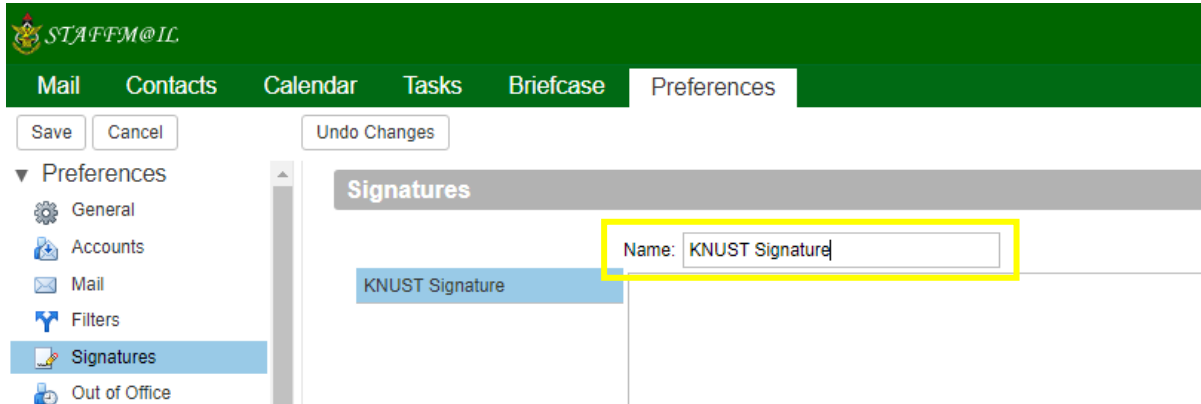
## Steps to follow

1. Log in to KNUST Mail https://mail.knust.edu.gh

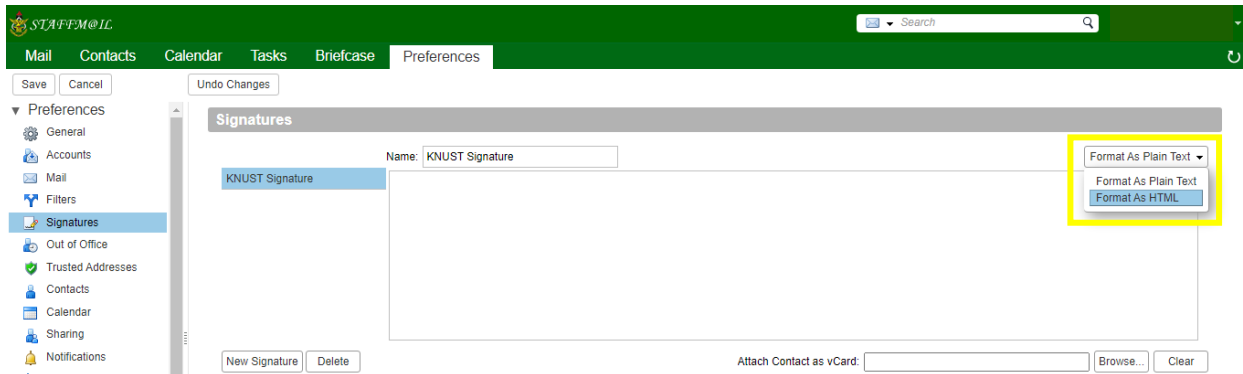2. Select the **Preferences** tab on the top navigation bar.
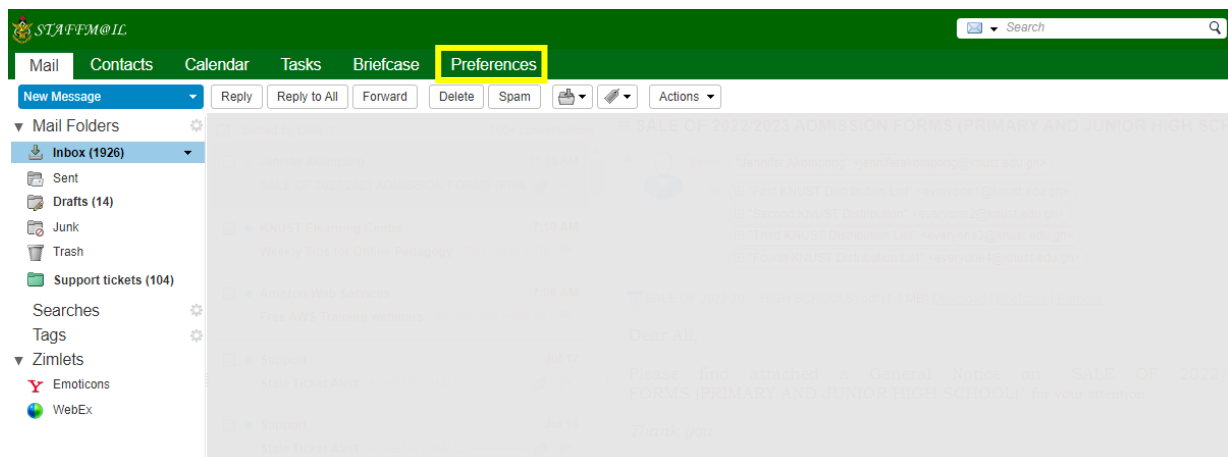
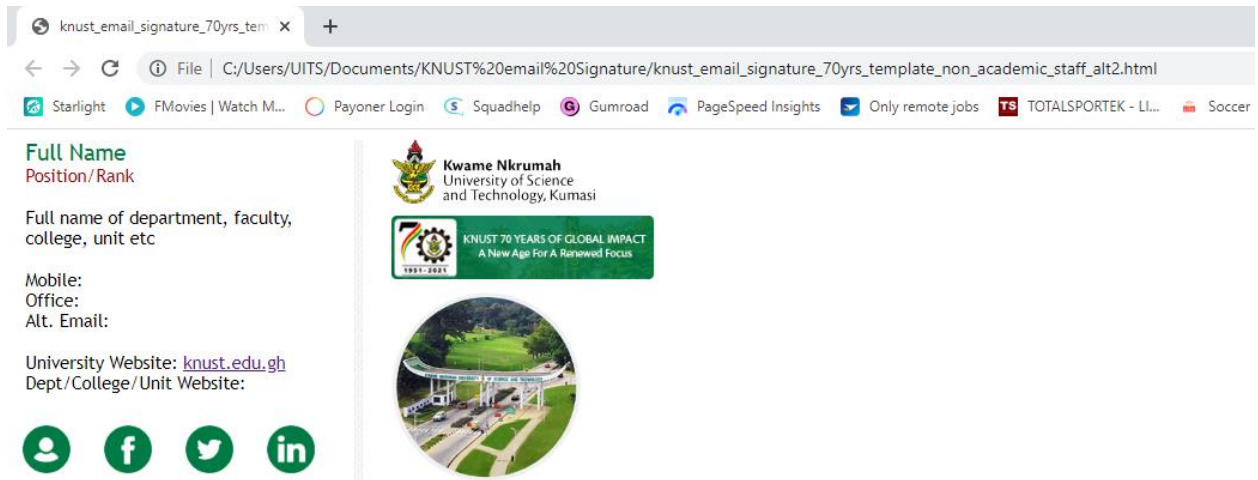3. Select the **Signatures** menu tab on the left side navigation.



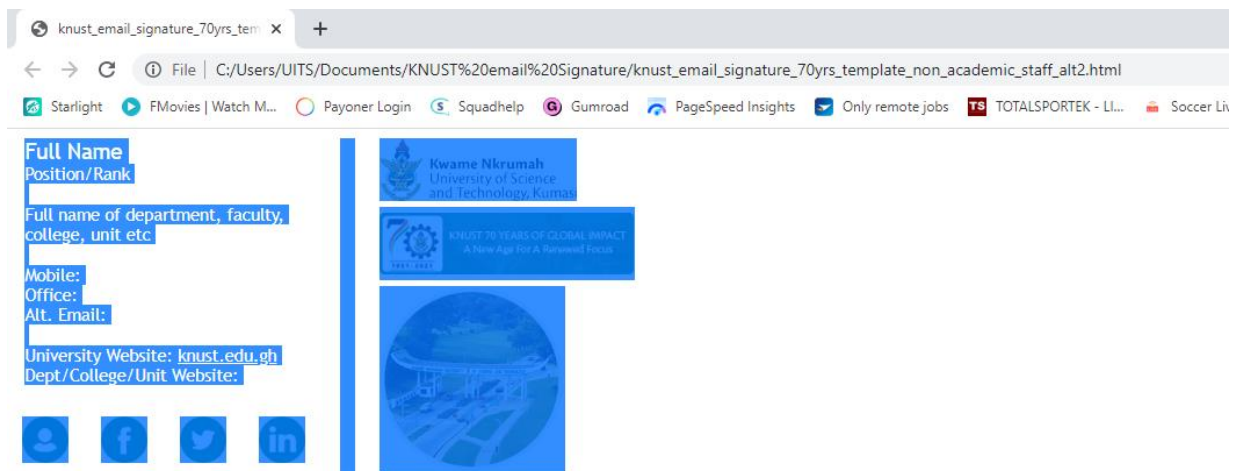4. Give your signature a name e.g. KNUST Signature.



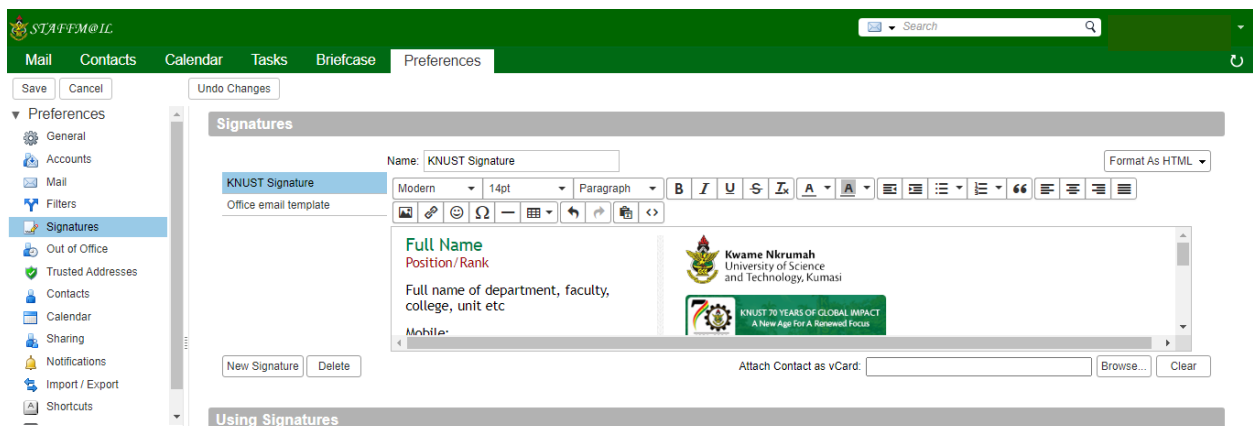5. Switch from **Format As Plain Text** to **Format as HTML**.



6. Open the **template** file with any browser (Google chrome, Microsoft Edge, Firefox etc.)

7. Press **Control** + **A** to select all items and Press **Control** + **C** to copy



8. Press **Control** + **V** to paste the template in the **Text Area**.

9.  **Edit** and add your details.

**Example.** For Academic Staff.

| | |
|---|---|
| Add Full Name ──────────────▶ | **John Doe**<br>Associate Professor |
| Add Position if available or add staff rank for non-position holders ─▶ | Professor of Epidemiology and Global Health |
| Add rank and full name of your Department, Faculty, College ─▶ | Mobile: +233 (0) 2004-44444<br>Office: +233 (0) 3220-11111 |
| Contact number(s) ────────▶ | Email: johndoe@knust.edu.gh<br>Office Email: egh@knust.edu.gh<br>University Website: www.knust.edu.gh |
| Add alternate email address and website address of your college or faculty or department or unit. ─▶ | ORCID Id: 0000-0003-4232-4292<br>ResearchGate<br>Google Scholar |
| Add research affiliation links if available ─▶ | |
| Add social media links if available ─▶ | |

Kwame Nkrumah University of Science and Technology, Kumasi

KNUST 70 YEARS OF GLOBAL IMPACT — A New Age For A Renewed Focus — 1951-2021

**Example.** For Non-Academic Staff

| | |
|---|---|
| Add Full Name ──────────────▶ | **Jane Doe**<br>Senior Administrative Assistant |
| Add staff rank for non-position holders ─▶ | Human Resource Division |
| Add full name of your college or faculty or department or unit. ─▶ | Mobile: +233 (0) 24432-38457<br>Alt. Email: janedoe@gmail.com |
| Add contact number (s) and alternate email address. ─▶ | University Website: knust.edu.gh<br>Dept. Website: hrd.knust.edu.gh |
| Add website address of your college or faculty or department or unit. ─▶ | |
| Add social media links if available ─▶ | |

Kwame Nkrumah University of Science and Technology, Kumasi

KNUST 70 YEARS OF GLOBAL IMPACT — A New Age For A Renewed Focus — 1951-2021
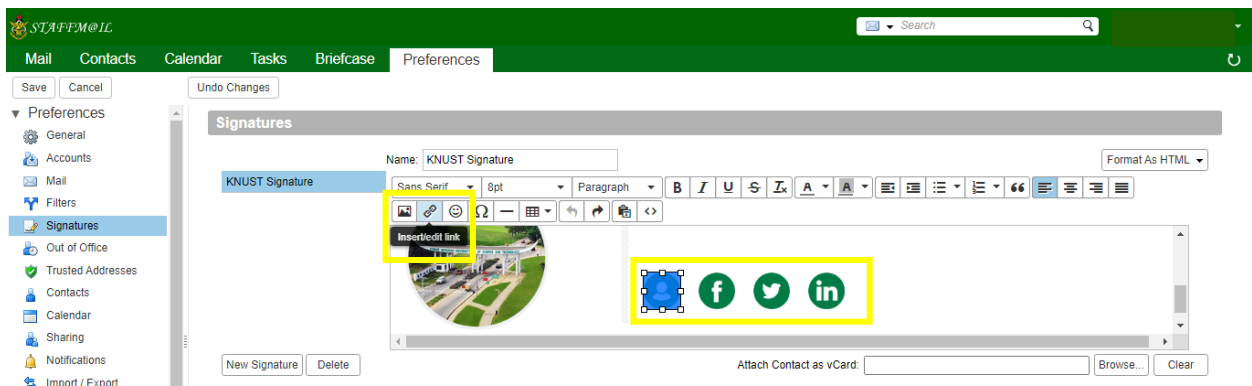
**Example.** KNUST Office



Add Full Name of office → Secretariat, Office of the Registrar, KNUST

Do not change the post office address → Private Mail Bag (University Post Office) KNUST, Kumasi - Ashanti Region, Ghana

Add Contact number (s), email address and website address of your college or faculty or department or unit. → Office Tel: +233 (0) 3224-99897
Office Email: registrar@knust.edu.gh
University Website: knust.edu.gh
Registrar Website: reg.knust.edu.gh

By default, the social media icons have been linked to the University's Social Media pages.

You can replace social media links if your college or faculty or department or unit has active social media pages.
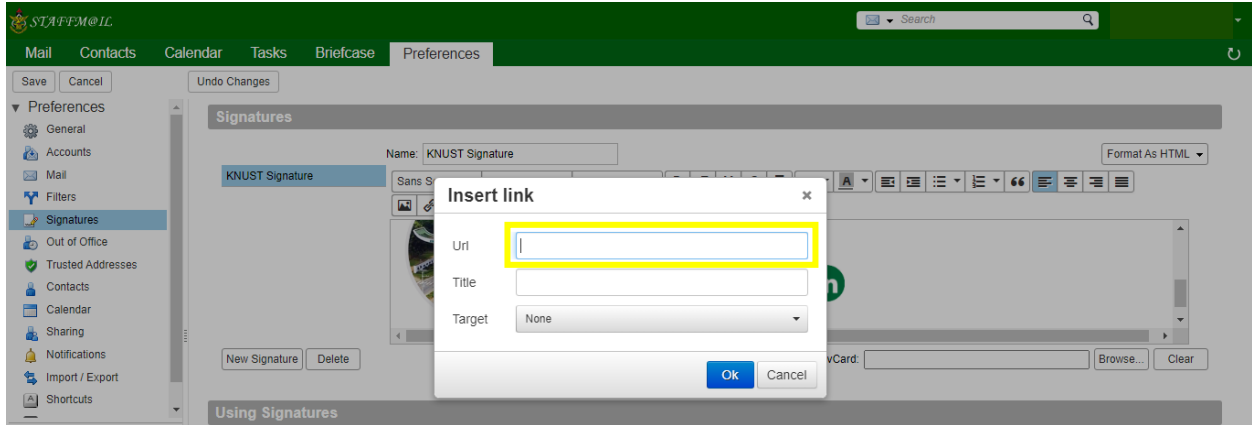
10. To add social media links, select and highlight appropriate icon. Ensure it has a blue highlight and select the **insert/edit link** icon. A quick way to do this is to put the mouse caret (cursor line) on the left of the icon and press **shift** + **arrow right** key.

    **Please note:** The first icon is for your KNUST staff profile (visit https://webapps.knust.edu.gh/staff), the second is for Facebook, the third is for Twitter and the fourth is for Linked In. To remove any of them, kindly select and highlight the icon and press the **delete** key.
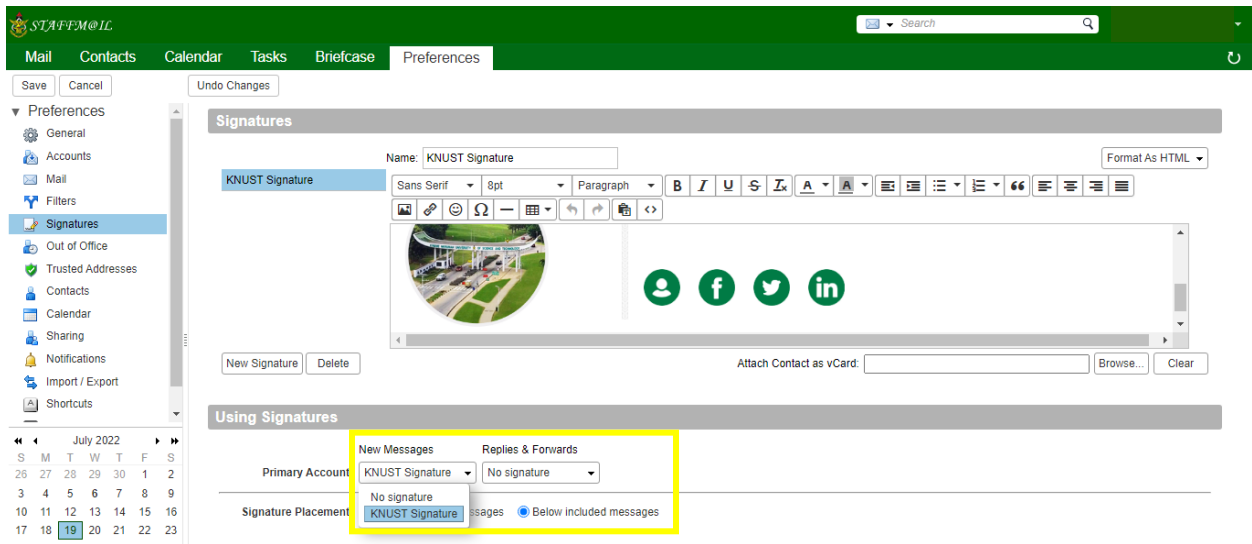
11. Copy and paste your links to the URL section and **click Ok.**



12. After all changes and edits are done, select your newly added signature for **New Messages** and **Replies & Forwards**. For **signature placement** select **Below included messages.**



13. **Save** your newly created signature. Your signature will appear beneath all new messages.