Mission Signature on Email Correspondence

Hudson County Community College's mission defines our purpose as an institution of higher education, our commitment to the students we serve, and our aspirations as a community. HCCC has received awards that are of great pride to the College, which should be celebrated.

Below are directions for embedding our mission statement and other logos into your email signature. Please do this to provide a tangible everyday reminder to all of our constituents of who we are and what we value as a College community.

Steps to Add a Signature in Outlook:

1. Open Outlook and click "New Email."
2. In the Ribbon, click the Signatures button on the right side.
3. If you do not have a signature, click on New and name the signature "Mission Statement," then click OK.

   If you have a signature already, click on the name of your Signature and open it.
4. Copy the Mission Statement and badge images below and paste into the information box below your personal signature.
5. Before closing, check that Default signature in the upper right area is set to "Mission Statement" for both New Messages and Replies/Forwards.
6. Once this is set as above, click OK to save and exit.

Steps to Add A Signature from Outlook Web:

1. Click the Gear icon in the upper right-hand corner.
2. Type Signature in the Search Box.
3. Click Email Signature.
4. If you do not have a signature, click on New signature and name the signature "Mission Statement," then click OK.

   If you have a signature already, click on the name "Outlook Web Signature" and edit.
5. Copy the Mission Statement and badge images below and paste into the information box below your personal signature.
6. Before closing, check that Default signature in the lower area is set to "Mission Statement" for both New Messages and Replies/Forwards.
7. Once this is set as above, click Save and exit.