

Department of Public Health, UoW

Guide to Changing Your Email Signature and Incorporating Te Reo Māori

Step One: Open up the University's email signature generator

- The University has created a handy website that automatically creates your email signature for you (you must use either Firefox or Chrome as your web browser).
- Head to this page: <http://www.otago.ac.nz/webservices/forms/email-signature-generator/>

Step Two: Create your new signature

- Work your way through the signature generator, adding the bits that you want (only the ones with a red asterisk are required fields). To find the Te Reo translation for your position:
 - <https://www.otago.ac.nz/maori/world/signage/index.html>
- This is the Te Reo translation of our Department:
 - **Te Tari Hauora Tūmatanui**
- This is the Te Reo translation of our School:
 - **Te Whare Wānanga o Ōtākou ki Te Whanga-nui-a-Tara**
- Once you've completed the options you want to complete, click 'Generate signature'.
- You can then copy-and-paste the generated signature into your email software (see Step 3).

Step Three: Create your signature in your email software

- In Outlook, click File > Options > Mail > Signatures. Create a new signature, and then make your changes in the Edit signature box.
- If you use a different email programme, or just need help, contact its.servicedesk@otago.ac.nz and ask.
- You can then keep the structure the University suggests, or adjust to suit your own needs (e.g. by adding your roles, or an image of your Research Group logo). For example:

Dr Jason Gurney | Kairuruku Matua | Senior Research Fellow
Deputy Director, Cancer and Chronic Conditions (C3) Research Group
Research Portfolio Leader, Department of Public Health

Te Tari Hauora Tūmatanui | Department of Public Health
Te Whare Wānanga o Ōtākou ki Te Whanganui-a-Tara | University of Otago, Wellington
Mobile/Wāea pūkoro 64 21 279 3597 | PO Box 7343, Wellington South 6242



- Or a shorter version:

Dr Jason Gurney | Kairuruku Matua | Senior Research Fellow
Te Tari Hauora Tūmatanui | Department of Public Health
Te Whare Wānanga o Ōtākou ki Te Whanganui-a-Tara | University of Otago, Wellington
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