How do I Create a Signature in bMail?

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 1    | Go to [http://bmail.berkeley.edu/](http://bmail.berkeley.edu/)  
Enter your Calnet ID and passphrase when prompted to log in to your @berkeley.edu account. |
<p>| 2    | Click the <strong>gear icon</strong> in the upper right hand corner, and then click on <strong>Settings</strong>. |</p>
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<tr>
<td>3</td>
<td>On the left hand side, scroll down to <strong>Signature</strong>. Click on the <strong>radio button</strong> next to the account name to enable the signature.</td>
</tr>
</tbody>
</table>

**Signature:**

![Signature interface](image)

**Step 4**

**Enter your signature.** **ALL STAFF SHOULD HAVE A SIGNATURE BLOCK IN THE HAAS FORMAT.**

Please make sure your Haas signature includes the following:

- Name
- Title
- Haas School of Business
- University of California, Berkeley
- Address (including a room number) - optional
- Work phone
- Mobile number and/or fax number - optional
- Website url – optional

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 “tT” icon to see or change the font size you are using.

Also, no bold or italic text should be used, unless a tagline is included (e.g. *Leading Through Innovation*) which should be black and italicized. Additionally, any HTML formatting must be created outside the field and then copied and pasted into the field.
5 **Adding an Image**

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 Logos and Wordmarks webpage below to view the available images you can use for your signature. 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”

http://www.haas.berkeley.edu/haas/marcom/resources/logos.html
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<td>6</td>
<td>Next select the image you’d like to use by clicking on it. This will open the page to the image location. All you need to do next is copy the url at the top of the page.</td>
</tr>
</tbody>
</table>

![Image showing the URL and location](http://www.haas.berkeley.edu/haas/marcom/images_local/logofiles/DP300x129.jpg)

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<td>7</td>
<td>Next, under Signature, (1) place your cursor in the area where you would like to add the image, then (2) click on the “Insert Image” icon.</td>
</tr>
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</table>

![Image showing the insertion of an image](.png)
### How Do I Create a Signature in bMail? (Continued)

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<td>8</td>
<td>Paste the url where it says “Image URL” then <strong>click</strong> “OK”. Next, <strong>click</strong> “Save Changes” at the bottom.</td>
</tr>
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</table>

![Image of adding an image](image.png)

**Add an Image**

**Image URL**: eley.edu/haas/marcom/images_local/logofiles/DP300x129.jpg

**THE BERKELEY-HAAS DEFINING PRINCIPLES**

**Question the Status Quo**
**Confidence Without Attitude**
**Students Always**
**Beyond Yourself**

*Remember: Using others’ images on the web without their permission may be bad manners, or worse, copyright infringement.*

![OK button](ok.png)

**OK**

**Cancel**

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<td>9</td>
<td>That’s it. Now whenever you <strong>click</strong> on “Compose” to write a new message, your new signature will show up at the bottom of the message.</td>
</tr>
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</table>

**Admission to the MBA program at Haas**

oskl@berkeley.edu

**Admission to the MBA program at Haas**

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