

Adding a Link to Your Pure Research Profile in Your Email Signature

- To obtain a link to your research profile in Pure go to Research Online and navigate to your profile:
<https://researchonline.gcu.ac.uk/en/persons/>
- Copy the link in the address bar, it should look similar to this:
<https://researchonline.gcu.ac.uk/en/persons/cam-donaldson>
- A template email signature and instructions on how to add this to Outlook are available from the Brand Management section of the staff portal (GCU domain login required):
<https://www.connected.gcu.ac.uk/sites/BrandToolkit/Pages/Email-Signature.aspx>
- Download the relevant signature template in Word
- Right-click on the link **My research/website profile** and select the option **Edit Hyperlink**
- In the **Address** field delete <http://www.gcu.ac.uk/> and add the link to your Pure profile
- Edit the **Text to display** field to: My research profile
- Click Ok
- Follow the remaining instructions on the Brand Management website to add your signature to Outlook
- If you have any queries please email librarysystems@gcu.ac.uk