Adding a Link to Your 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:
  http://researchonline.gcu.ac.uk/portal/en/persons/search.html

- Copy the link in the address bar, it should look similar to this:
  https://researchonline.gcu.ac.uk/portal/en/persons/john-lennon(67ed2c2d-c267-4f25-a558-7894f67a107b).html

- 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 GCU 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 repository@gcu.ac.uk