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](mailto:repository@gcu.ac.uk)