

WHEELING

Name | Title

1704 Market Street, Wheeling WV 26003

Phone | www.wvncc.edu



You belong here. **#NORTHERNNATION**



NEW MARTINSVILLE

Name | Title

141 Main Street, New Martinsville WV 26155

Phone | www.wvncc.edu



You belong here. **#NORTHERNNATION**



WEIRTON

Name | Title

150 Park Avenue, Weirton WV 26062

Phone | www.wvncc.edu



You belong here. **#NORTHERNNATION_s**



Instructions for Adding Your Email Signature in Outlook

1. Find your campus section (Wheeling, New Martinsville, or Weirton).
2. Update the placeholders:
 - Replace Name with your full name.
 - Replace Title with your job title.
 - Replace Phone with your phone number.
3. Highlight your completed signature and copy it (Ctrl + C or right-click → Copy).
4. In Outlook (desktop version over portal is preferred for correct outcome):
 - Go to File → Options → Mail → Signatures.
 - Click New, give it a name (e.g., "WVNCC Signature"), and paste your signature (Ctrl + V) into the text box.
5. Double-check that all links and icons (social media, website, etc.) work — they should already be active.
6. Set this signature as your default for new messages and replies, then click OK to save.

Reminder: You do not need to add your email address — Outlook automatically includes it.

If you need any help or your links don't copy correctly, please email me hcurto@wvncc.edu for assistance.