



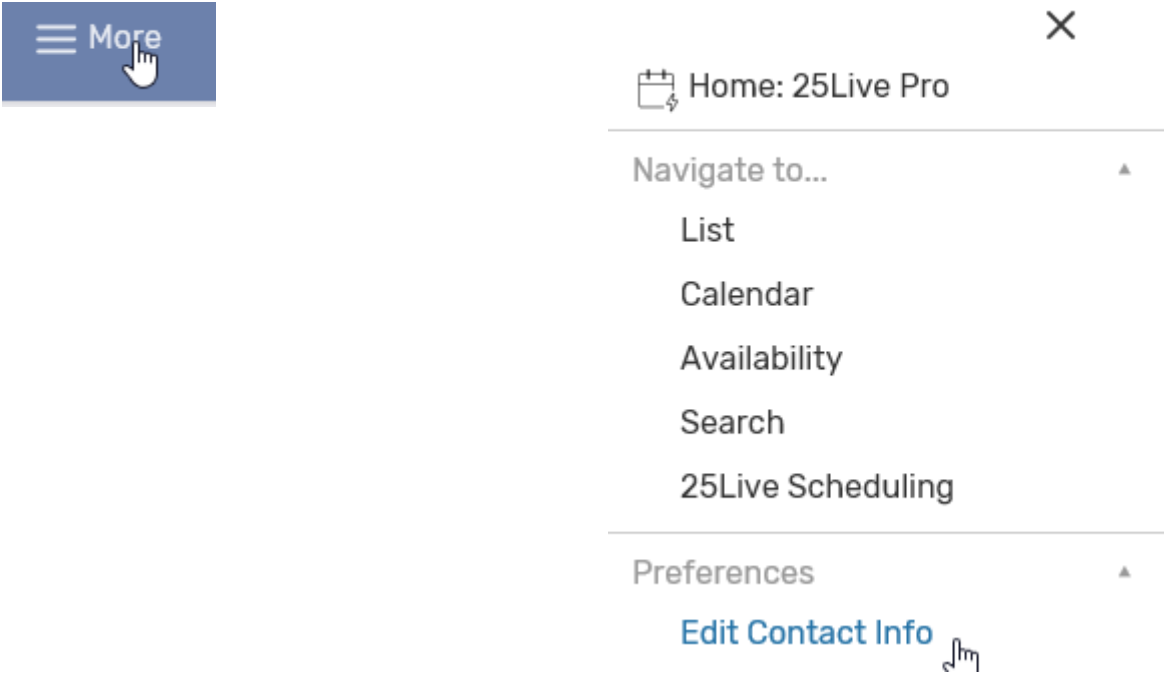
How To Add Personalized Room Policies and Signatures

To customize your signature in all notification emails sent from 25Live Pro, please follow the steps below.

In addition to your own signature (names, office number, phone number, etc), you can also add any text you wish, including policy for your spaces and reminders of the use of your spaces. An example of such a “signature” is attached to the end of the document.

Note: We suggest adding your signature after any other text, such as policies.

After signing into 25Live Pro, click on “More”, and then select “Preferences” and then “Edit Contact Info”. Scroll down to the bottom of Edit Your Contact Information, add your policies and name to the Email Signature.





Edit Your Contact Information



Home Address

Street Address:

City:

State / Province:

Zip / Postal Code:

Country:

Phone:

FAX:



Email

Work Email:

Home Email:

Email Signature:

This is an electronic notification of your reservation request at Fordham University. If your event was approved and confirmed, please carry a copy of this confirmation on the day of the event.

Copy myself on all emails I send


Save Contact Information

The **Edit Contact Info** link in the More menu brings up a display of contact fields. Complete or change any fields you like. The only required fields are last name and work email address. Fields include:

- Basic Information: Name, prefix or suffix, title, and internal ID (for your institution's use only)
- Work Address
- Email information (including both work and personal email addresses, an optional email signature, and an option to copy yourself on emails sent from within 25Live Pro). The Primary Work Email must be your *@fordham.edu* email address so the system can authenticate your Fordham credentials.



Below is a copy of an email received by a requestor, which shows the event details and the room policies *added to a signature*. This allows you to send out this type of information automatically without having to paste it into your email to the requestor.



EXAM

EVENT DETAILS

Name	EXAM
Reference	2015-AANJWV
Details URL	https://25live.collegenet.com/fordham/#details&obj_type=event&obj_id=235165

Note from Garcia, Vanessa

Please review your attached confirmation and our Academic Space Policy below.

Signature of Scheduler containing Use or Space Policy

IMPORTANT- PLEASE REVIEW OUR ACADEMIC SPACE POLICY:

- * Request for technology assistance should be directed to Media Services at 212-636-7324 or LawMediaServices@fordham.edu.
- * Food/beverages are prohibited in the Moot Court Room.
- * Alcoholic beverages are prohibited in all Classrooms.
- * Food/non-alcoholic beverages are allowed in seminar/lecture rooms, but it is your responsibility to clean the room before your reservation ends. Sodexo will clean if they provide the food. Work orders can be placed with Facilities at: <https://fordham.eworkorders.com/servicecatalogue.asp?s=1>.
- * Please do not post any signs on doors or walls. You may place signs on the window panel next to the classroom doors using Fun-Tak (do not use tape).
- * Please do not move tables. If chairs are rearranged, please place them back in their normal configuration.
- * Print the confirmation email (from the Registrar Office) of your room reservation and present to the Front Desk Public Safety to unlock the room.

Note: Room reservations will NOT be given until the end of add/drop week of each semester, unless if its during the free period; NO reservations are accepted during the examination period, unless if its during the weekends.

Law School free periods: Tuesdays/Thursdays from 12:30PM to 1:50PM and Wednesdays from 4:00PM to 6:20PM.