



## 4 steps to add your ORCID iD to your email signature

(Example)

Dr First name Surname  
Senior Lecturer  
Department of XXX  
University of Cape Town  
Tel: 021 XXX XXX

 <https://orcid.org/0000-0001-5727-2472>

<p><b>STEP 1:</b> Download the small ORCID icon <a href="#">here</a>. (Right click → Save image as)</p> 	<p><b>STEP 2:</b> Sign into your personal <a href="#">ORCID record</a></p>
<p><b>STEP 3:</b> Copy your ORCID profile URL</p> <p><b>Sofia Maria Hernandez Garcia</b></p> <p><b>ORCID iD</b>  <a href="https://orcid.org/0000-0001-5727-2427">https://orcid.org/0000-0001-5727-2427</a></p>	<p><b>STEP 4:</b> In Microsoft Outlook, click File → Options → Mail → Signatures and paste the ORCID URL into your standard signature. Add the ORCID iD to the left of the URL by 'Inserting image'. Save changes.</p>

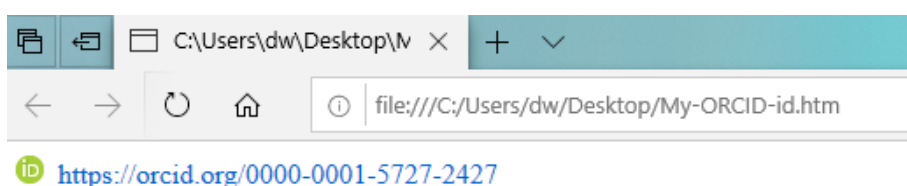
## Alternative method for adding your ORCID iD to your email signature

<p><b>STEP 1:</b> Sign into your personal <a href="#">ORCID record</a>.</p>	
<p><b>STEP 2:</b> click 'Display your iD on other sites'</p> 	<p><b>STEP 3:</b> Copy the HTML code that appears.</p> <p><a href="#">View public version</a></p> <p><input type="checkbox"/> Display your iD on other sites </p> <p>Copy the code below and paste it into your personal website.</p> <pre> t" rel="me noopener noreferrer" style ="vertical-align:top;"&gt;&lt;img src="http s://orcid.org/sites/default/files/images/ orcid_16x16.png" style="width:1em;mar gin-right:.5em;" alt="ORCID iD icon"&gt;ht </pre> <p><b>Preview</b></p> <p> <a href="https://orcid.org/0000-0002-7492-5378">https://orcid.org/0000-0002-7492-5378</a> :</p> <p><small>Default styles shown above. Actual font/text color will match your site.</small></p>

**STEP 4:** Paste the code into notepad and save as htm extension (yourfile.htm).

```
My-ORCID-id.htm - Notepad
File Edit Format View Help
<div itemscope
itemtype="https://schema.org/Person"><a
itemprop="sameAs" content="https://orcid.org/0000-
0001-5727-2427" href="https://orcid.org/0000-0001-
5727-2427" target="orcid.widget" rel="me noopener
noreferrer" style="vertical-align:top;">https://orcid.org/0000-0001-5727
-2427</a></div>
```

**STEP 5:** Open your file in browser, copy your email signature.



**STEP 6:** In Microsoft Outlook, click File → Options → Mail → Signatures and paste the ORCID URL into your standard signature. Save changes.

## 2 steps to add your ORCID iD to a UCT faculty or departmental website

**STEP 1:** Ask the web administrator of your faculty or department's web page to add your ORCID iD next to your name. Here are two examples of what it could look like:

- Your Name  <https://orcid.org/0000-0002-1825-0097>

Or

- Your Name  (Icon hyperlinked to the URL of your ORCID iD)

**STEP 2:** The web administrator will need:

- Your ORCID iD. Find your ORCID iD by signing into your personal [ORCID account](#) and copying the ORCID ID URL below your name:

### First name Surname

#### ORCID iD

 <https://orcid.org/0000-0001-5727-2427>

- The ORCID icon, which they can [download here](#) and needs to be scaled down to the height of your text.

### 3 steps to add your ORCID iD to your personal blog

**STEP 1:** Sign into your personal [ORCID record](#) and click 'Display your iD on other sites'

 **Sofia Maria Hernandez Garcia**

**ORCID ID**

 [orcid.org/0000-0001-5727-2427](https://orcid.org/0000-0001-5727-2427)

[View public version](#)

 [Display your iD on other sites](#) 

 [Public record print view](#) 

 [Get a QR Code for your iD](#) 

**STEP 2:** Copy the HTML code that appears.

[View public version](#)

 [Display your iD on other sites](#) 

Copy the code below and paste it into your personal website.

```
img alt="Code editor" data-bbox="535 265 895 355"/>

```
t" rel="me noopener noreferrer" style  
="vertical-align:top;">ht
```


```

**Preview**

 <https://orcid.org/0000-0002-7492-5378> :

*Default styles shown above. Actual font/text color will match your site.*

**STEP 3:** Log into your blog, choose the page where you would like to display your ORCID iD, switch to source code/html editor, paste the html code in the relevant space, switch back to word editor and save.