




## How to create a link to your location on CityNav

1. Visit: <https://clients.mapsindoors.com/cul>
2. Click on the venue where you are based
3. Search for your room number
4. Click on your room in the displayed list
5. A point of interest will appear with the room number and room description
6. On the venue image in the top left corner of the screen, click on the share icon  in the top right corner of the image and a Share Location pop-up box will appear
7. Click the  icon next to the URL to copy it to your clipboard
8. The link will look something like this one for the IT Office  
<https://clients.mapsindoors.com/cul/576cfdc207215b423835d7fb/details/f228ba4644bf48e89e7a81c0>

## How to add this link to your email signature

1. City has standard email signature templates for all staff to use. These templates can be downloaded from [www.city.ac.uk/brand](http://www.city.ac.uk/brand)
2. Open Outlook, go to Tools (or File), Options, Mail, Signatures
3. Set up your City email signature. Once set up, click underneath the university web address and type:

Find my office on CityNav

4. Highlight this whole line of text and click the hyperlink icon  in the tool bar
5. In the pop up window, click in the address box and press Ctrl + V to paste the link previously copied from CityNav. Then click OK
6. You should now have an addition to your email signature where your location has been linked as below:  
[Find my office on CityNav](#)

## How to update and contribute to the content displayed in CityNav

Members of staff can edit the content that appears within CityNav, updating room names or location details and setting up temporary points of interest which would be useful for events.

Staff must first attend CityNav CMS Contributor Training.

To book training visit Service Now <https://cityuni.service-now.com> select the Service Catalogue, select the Systems Access link, select CityNav Access and complete the booking form.



