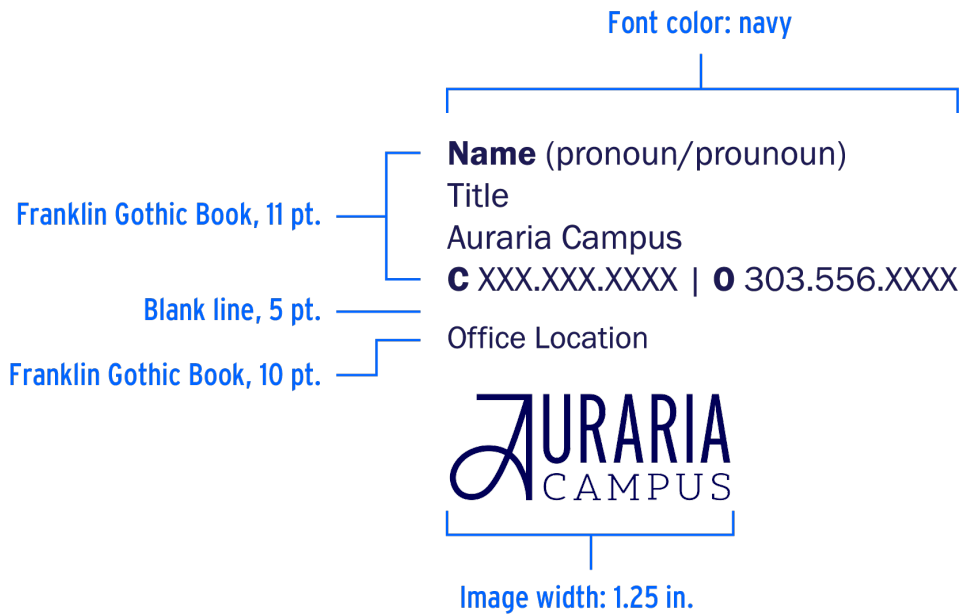




## Email Signature Instructions

### For PC

1. Download email signature template
2. Open the file in Outlook
3. Highlight the email block (text and image)
4. On the Edit menu, click Copy (Control+C)
5. Click "New Email" in top left corner
6. Click "Insert" in the top menu options
7. Click "Signature" and from the dropdown options, select "Signatures" from the dropdown to open a new window
8. Click "New" on the right side and give the signature a name
9. Paste (Control+V) the signature into the edit signature box
10. Customize text:
  - Verify font, color, and spacing match the graphic below
  - Add your specific contact information
  - Use physical location, not campus box in email signature



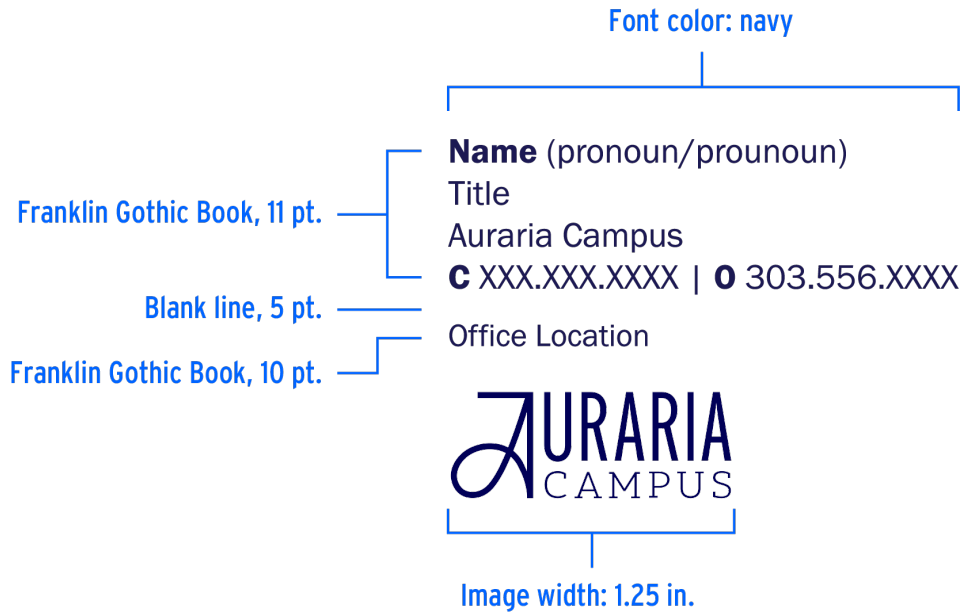
11. Click Save
12. Assign your named signature to "New Messages" and "Replies/Forwards" in the dropdown menu at the bottom



## Email Signature Instructions

### For Mac

1. Download email signature template
2. Open the file in Outlook
3. Highlight the email block (text and image)
4. On the Edit menu, click Copy (Command+C)
5. On the Outlook dropdown menu, click Settings (Command+,)
6. Click "Signatures"
7. Click "Edit" to change your existing email signature OR click the "+" to create new
8. Delete the existing text
9. Paste (Command+V) the signature into the edit signature box
10. Customize text:
  - Verify font, color, and spacing match the graphic below
  - Add your specific contact information
  - Use physical location, not campus box in email signature



11. Click Save
12. Close the window
13. In the Choose Default Signature box, select your Auraria Campus account
14. Set the default for new messages and replies/forwards to be the one you just created