Email Signatures

We have developed a new university standard email signature for you to use. Please use either of the following options shown below for your email signature. You may opt to use the image or not. Please change the information to reflect your personal information in the formats below. You may add in additional phone numbers if needed. Please change the URLs associated to reflect either departmental specific websites and Facebook pages as well as your email hyperlink. You may use the main university website and Facebook which are linked in the example below. Please do not change the colors, fonts or font sizes. Please make sure to have your Name and Title in all caps.

Once you have updated the information below, please copy the signature from here and past it into the email signature area in your email client. Here is a link to some online documentation on where to change your signature in Outlook: <https://support.office.com/en-us/article/Create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>.

\*Remember if you use webmail or OWA, you will need to change to this version of your signature there as well. The same will apply if you would like to have a signature on your smart device.

|  |  |
| --- | --- |
|  | **NAME**TITLEWesleyan University | Department NameAddress | Middletown, CT 06459P. 860 685-XXXX M. XXX XXX-XXX[facebook](https://www.facebook.com/wesleyan.university) | [website](http://www.wesleyan.edu) |

**NAME**

TITLE

Wesleyan University | Department Name
Address | Middletown, CT 06459
P. 860 685-XXXX M. XXX XXX-XXX

[facebook](https://www.facebook.com/wesleyan.university) | [website](http://www.wesleyan.edu)