Email Signature Templates

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|  | **Rich Email Signature (Desktop only)** | **Cross-Platform Signature (Mobile and Desktop)** |
| **Option 1:**  The only required items are your name, position title, and “James Madison University,” which may be written in plain text or as a wordmark image. | **Jane Doe**  Senior Director of University Advancement  James Madison University Wordmark | **Jane Doe**  Senior Director of University Advancement  James Madison University |
| **Option 2:**  This is a recommended signature. | **Jane Doe**  Senior Director of University Advancement  (540) 568-5555  James Madison University Wordmark  Facebook icon  Picture 2  Instagram icon  Picture 3  Twitter icon  Picture 4 | **Jane Doe**  Senior Director of University Advancement  (540) 568-5555  **James Madison University**  [Facebook](https://www.facebook.com/jamesmadisonuniversity/) | [Instagram](https://www.instagram.com/jamesmadisonuniversity/) | [Twitter](https://twitter.com/JMU) |
| **Option 3:**  This is a recommended signature. | **Jane Doe | she/her/hers**  Senior Director  (540) 568-5555  [University Advancement](https://www.jmu.edu/advancement/)  James Madison University Wordmark  Picture 32  Facebook icon  Picture 2  Instagram icon  Picture 3  Twitter icon  Picture 4 | **Jane Doe | she/her/hers**  Senior Director  (540) 568-5555  [University Advancement](https://www.jmu.edu/advancement/)  **James Madison University**  [Facebook](https://www.facebook.com/jamesmadisonuniversity/) | [Instagram](https://www.instagram.com/jamesmadisonuniversity/) | [Twitter](https://twitter.com/JMU) |
| **Option 4:**  Here is an example of a JMU email signature with every option. | **Jane Doe | ’00, ’07 MBA, ’14 PhD | she/her/hers**  [Senior Director of University Advancement](https://directory.jmu.edu/index.php?filterterm=janedoe)  (540) 568-5555  [University Advancement](https://www.jmu.edu/advancement)  Alumnae Hall  MSC 7612  91 Alumnae Drive  Harrisonburg, VA 22807  James Madison University Wordmark  Facebook icon  Picture 2  Instagram icon  Picture 3  Twitter icon  Picture 4 | **Jane Doe | ’00, ’07 MBA, ’14 PhD | she/her/hers**  [Senior Director of University Advancement](https://directory.jmu.edu/index.php?filterterm=janedoe)  (540) 568-5555  [University Advancement](https://www.jmu.edu/advancement/)  Alumnae Hall  MSC 7612  91 Alumnae Drive  Harrisonburg, VA 22807  **James Madison University**  [Facebook](https://www.facebook.com/jamesmadisonuniversity/) | [Instagram](https://www.instagram.com/jamesmadisonuniversity/) | [Twitter](https://twitter.com/JMU) |
| **Template:**  Copy and paste the following template into your Outlook Signatures pane and remove whatever fields you do not wish to include.  See the following page for detailed instructions. | **[Full Name] | [degrees] | [pronouns]**  [Title]  Cell: xxx.xxx.xxx | Office: xxx.xxx.xxx | Fax: xxx.xxx.xxx  [Department]  [Address] | **[Full Name] | [degrees] | [pronouns]**  [Title]  Cell: xxx.xxx.xxx | Office: xxx.xxx.xxx | Fax: xxx.xxx.xxx  [Department]  [Address] |

# How to Create an Email Signature

## Start in Microsoft Word

Hyperlinking and other functions are easier in a Microsoft Word document or an Outlook email than in the Signatures window, so start by copying and pasting your preferred template into a Word doc or email body.

## Edit Hyperlinks

The templates above include hyperlinks on underlined text and images, so be sure to update those for your department if needed.

|  |  |
| --- | --- |
| **Windows:** | **Mac:** |
| Highlight the text that you’d like to hyperlink then right click | Highlight the text that you’ve like to hyperlink, then hold “control” button + click |
| Select “hyperlink” | Select “hyperlink” |
| Insert the website URL that you’d like it to link to in the address bar and click “OK” | Insert the website URL that you’d like it to link to in the address bar and click “OK” |

## Insert Your Signature into Outlook

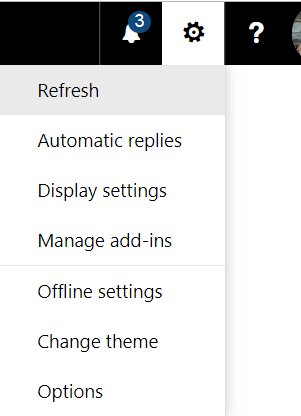
Copy and paste your signature into Signatures in Outlook by following these instructions.

|  |  |
| --- | --- |
| **Windows:** | **Mac:** |
| Open a New Email and click on Signature in the ribbon: | Screen%20Shot%202017-04-21%20at%2010.23.44%20AM.png |
| Select “Signatures…” from the dropdown, and you will have the option to delete, add, or edit your signatures.  Just paste your signatures from Word into your signature block, and **you’re done!** | Copy and paste your signature from Word into your signature block, and **you’re done!**  Screen%20Shot%202017-04-21%20at%2010.32.20%20AM.png |

## Insert Your Signature into Exchange

Your email signature will not automatically update on Microsoft Exchange when you update it on your local device. To edit your email signature on Microsoft Exchange:

Click on the gear icon to open the Settings dropdown, then select Options:



On the left side, in the Layout section at the end, select “Email signature” to open the signature pane:



You can add images by clicking on the mountain icon in the upper left of the signature pane, but you will need to save your images as individual files first.