

Email Signature Line Settings

Approved template for all university email signature lines:

Design

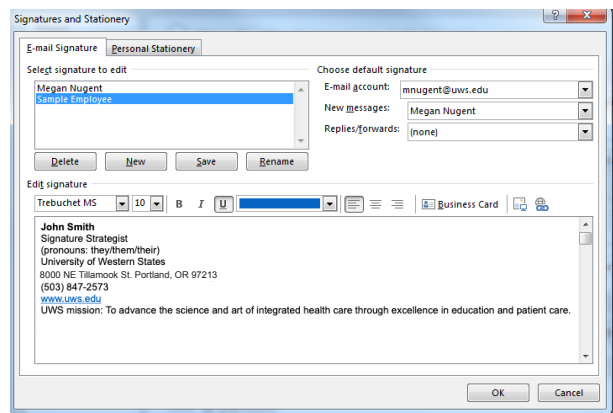
Font: Arial or Garamond Color: Black Size: 10 or 12

Content

Name

Title

(pronouns: ___/___/___) - optional in email signature
University of Western States or Connected Whole Health
8000 NE Tillamook St.
Portland, OR 97213
Office phone #
Fax # (optional)



Office hours (optional): Term, Day(s) of week, time(s)
example: Office hours: Fall term, Fridays, 1:30 - 2:30 p.m.

Optional: UWS mission - To advance the science and art of integrated health care through excellence in education and patient care.

Required for clinic staff and emails with student information:

CONFIDENTIAL COMMUNICATION: The information contained in this email or attachments therein is confidential and is intended only for the use of the individual(s) identified above and others who specifically have been authorized to receive it. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that reading, use, dissemination, distribution or copying of this email is strictly prohibited. If you have received this communication in error, please delete it and any attachments and contact "Your Name at 503-xxx-xxxx or xxx@uws.edu."

Please avoid:

Image attachments - they can be blocked by spam filters. This includes image backgrounds and logos or pictures in the signature.

HOW TO SET UP YOUR SIGNATURE LINE

Directions to set up signature line may vary from computer to computer depending on operating system.

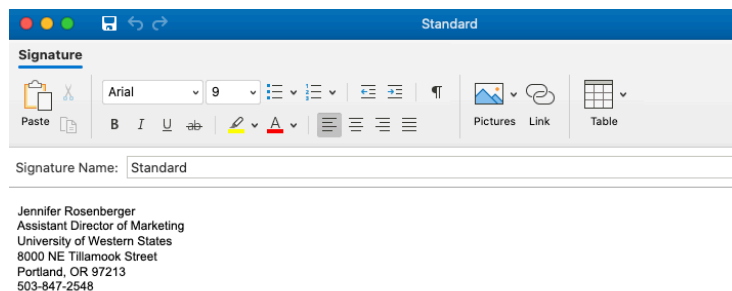
For PCs:

- From the main Microsoft Outlook window > File > Options and then click the Mail tab on the side menu.
- Click "Signatures" in the third option down - Create or modify signature for messages
- Click new or select the signature you would like to edit.
- In the signature text box, type the text you want to include in the signature.
- Click OK.
- You can also paste text to this box from another document.

* TIP: You can create several different signatures for different audiences.

For Macs:

- With Outlook open click Outlook on the menu bar and select Preferences.
- Open Signatures.
- Click on the plus sign [+] on the bottom left corner.
- Double-click Untitled to rename it, for example, to My Signature.
- On the right hand side, type your signature. You can format your signature by clicking on the Format menu and then choosing Text, Font and so on.
- In the Default Signature click on the drop down arrow and select "My Signature" or the name of the signature you have created.
- Click OK.
- Close the Signature window.



If you have problems setting this up, please contact the IT department or the communications department at communications@uws.edu.