Email signature gallery template

**Do not make your edits to the signature in this document. Even though you can’t see everything once you follow the directions below and are in your signature section of outlook all of the information will appear.**

**Once you have completed the instructions below make your edits to the template in Outlook.**

Follow the instructions to use the template:

**Step 1:** Hover over the signature template below andclickCursor that appears when you hover over a table. to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C)**.

**Step 3:** Open Outlook and click to your Outlook preferences and select “Signatures”

**Step 4:** Select “Standard” in the dialog box and click edit

**Step 5:** Paste the signature from this document into the dialog box that appears.

**Step 6:** Edit the signature information to reflect your information.

**Step 7:** Save the revised signature. Your new signature will appear in all new emails.

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|  | **Your name goes here**  ***Your Title Goes here***  Your college name goes here if applicable • delete line if not needed  Your Department/Office name goes here  **Auburn University at Montgomery**  Phone: 1-334-244-xxxx | Mobile: 1-334-244-xxxx | youremail@aum.edu  P.O. Box 244023 Montgomery, AL 36124-4023  www.aum.edu |