# Branded Email Signatures

The College of Arts and Sciences Office of Marketing and Communications has created and approved the template that adheres to brand and accessibility standards. To ensure consistency, all must use this template to create your email signature.

## Create and add a signature to messages

Please use the following steps to add or update your current email signature.

1. Choose an email signature option below.
2. Fill in the template with your correct information.
3. Open up Microsoft Outlook and create a new message.
4. Follow these step-by-step instructions
* [Create and add a signature to messages using a PC](https://support.microsoft.com/en-gb/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)
* [Create and add a signature to messages using a Mac](https://support.microsoft.com/en-us/office/create-an-email-signature-in-outlook-for-mac-637c3b77-3d2a-4610-9cea-e3ad622aa54e)

## Email Templates

### Option 1

**Full Name**[optional – insert pronouns here]Job Title at UB

 **Department of [department name]**
College of Arts and Sciences, University at Buffalo
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/department*

### Option 2

**Full Name**[optional – insert pronouns here]
**Job Title at UB**
Department of [department name]
College of Arts and Sciences, University at Buffalo
*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/department*

### Option 3

**Full Name** [optional – insert pronouns here]
Job Title at UB

- - - - - - - - - - - - - - - - - - - - - - -

**University at Buffalo**

Department of [Name of Department]

College of Arts and Sciences

*100 Clemens Hall | 716-645-XXXX | arts-sciences.buffalo.edu/department*

### Option 4

**Full Name**[optional – insert pronouns here]Job Title at UB

- - - - - - - - - - - - - - - - - - - - - - -

**Department of [Name of Department]**

College of Arts and Sciences
University at Buffalo

*100 Clemens Hall, Buffalo, NY 14260-4100*

*P: 716-645-XXXX | F: 645-XXXX | arts-sciences.buffalo.edu/department*

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