Email signature template

Pick any signature in this template and easily customize it with your own information.

Follow the instructions to use the template:

**Step 1:** Hover over the signature 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:** Follow [these directions](https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2) to create or edit your Outlook email signature. Select **Paste (Ctrl + V)** to paste your signature into the “Edit Signature” box.

**Signature Examples:**

**Rowdy T. Panther**

Director of Mascots

**Birmingham-Southern College**

900 Arkadelphia Road

Box 549004

Birmingham, Alabama 35254

O: 555.555.5555

C: 555.555.5555

E: [rowdy@bsc.edu](mailto:rowdy@bsc.edu)

W: www.bsc.edu

**Rowdy T. Panther**

(pronouns: he/him/his)

Director of Mascots

**Birmingham-Southern College**

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