

Email Signature Template

Below, you will find the link to our email signature template for your company email. Please contact People & Places with any questions!

Email Signature Template:

https://docs.google.com/document/d/1rU94VuzNF_eRHfsShICmjCThDCqfKzHv7qwLXA5py5s/edit?usp=sharing

Instructions for Android iOS and Windows OS

1. Change the name and title to yours.
2. Change the number in the phone number slot to yours.
 - If you don't have a phone number you'd like to put in that slot, click the phone icon to highlight and delete, and delete the numbers.
3. Copy the above signature and paste into the signature text box in Gmail. Find that text box following the instructions under "Add or Change a Signature" here

<https://support.google.com/mail/answer/8395?co=GENIE.Platform%3DDesktop&hl=en>

Note: If you require instructions for Apple iOS or MAC OS, please contact Human Resources.

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