San Diego Community College District   
Email Signature Template

Customize the following signature with your own name, job title, department, phone, extension (if applicable), and pronouns (optional). Follow these instructions to use the template to update your signature in Outlook:

**Step 1:** Once you have customized the following signature, 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** on PC or **Cmd + C** on Mac**)**.

**Step 3:** Open Outlook and navigate to the Signatures editor.

* On a Mac, click **Outlook**, then **Preferences**, then **Signatures**. Create a new signature using the plus sign or edit an existing signature.
* On a PC, click **File**, then **Options**, then **Mail**, then **Signatures**. Create a new signature or edit an existing signature.
* In Office365 web version, find the sprocket , then **Compose and Reply**. Select **+ New Signature**.

**Step 4:** **Paste (Ctrl + V** on PC or **Cmd + V** on Mac**)** the signature in the text field and click **Save**.

**Step 5 (if needed):** If logo graphic does not properly “paste” in place (as may be the case when using web version of Outlook), select only the graphic below Select Copy **(Ctrl + C** on PC or **Cmd + C** on Mac**)** and Paste **(Ctrl + V** on PC or **Cmd + V** on Mac**)** above name line in signature template window.

Signature Template #1

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|  |
| **First Last** (preferred pronouns)  *Title, Department* |
| **San Diego Community College District**  3375 Camino del Rio South, Suite XXX  San Diego, CA 92108-3883  **T** 619.388.XXXX  **E** name@sdccd.edu |

Signature Template #2

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|  |
| **First Last** (preferred pronouns)  *Title, Department* |
| **San Diego Community College District**  3375 Camino del Rio South, Suite XXX San Diego, CA 92108-3883  **T** 619.388.XXXX  **E** name@sdccd.edu |