**CSUB EMAIL SIGNATURE OPTIONS**

**NOTES:**

Do not alter the formatting of font type, font size, font color, logo size or logo placement.
You may remove lines of text if not needed. **INSTALLATION INSTRUCTIONS ON PAGE TWO.**

**FONT SPECIFICTIONS (for both options):** Open Sans, 10 pt size.

**Name is blue (RGB: 0/53/148), bold, and ALL CAPS**

**University name and URL are blue and bold**

**OPTION 1: WITH LOGO**

**FIRST NAME LAST NAME (BOLD, BLUE, ALL CAPS)**

Pronouns
Title

School, division, department or unit (if needed)

(000) 000-0000

**California State University, Bakersfield (Bold, Blue)**

9001 Stockdale Hwy, Mail Stop: XXX

Bakersfield, CA 93311

**website or URL (Bold, Blue)**



**OPTION 2: TEXT ONLY**

**FIRST NAME LAST NAME (BOLD, BLUE, ALL CAPS)**

Pronouns
Title

School, division, department or unit (if needed)

(000) 000-0000

**California State University, Bakersfield (Bold, Blue)**

9001 Stockdale Hwy, Mail Stop: XXX

Bakersfield, CA 93311

**website or URL (Bold, Blue)**

**INSTALLATION INSTRUCTIONS**

**Outlook for Windows:**

1. File > Options (in sidebar) > Mail (in sidebar) > Signatures
2. In the Signatures window, press New and name your signature
3. Copy and paste the signature template into the text field
4. Edit your personal details and press Save
5. Set the default signature for New Messages and Replies
6. Press OK to save all changes

**Outlook for Mac:**

1. Open Outlook and find the Apple menu at the top of the screen
2. In the Apple menu, click Outlook > Preferences > Signatures
3. Press the + icon and a new window will appear
4. Name your signature, then copy and paste the signature template into the text field
5. Edit your personal details and press the Save icon (floppy disk) at the top of the signature window, then press the red X in the top-left to exit the window
6. Set the default signature for New Messages and Replies
7. Press the red X in the top-left of the signature window when finished

**Outlook Web:**

1. From Outlook Web, click the gear icon in the top-right and search for "signature" and choose the Email Signature result
2. Copy and paste the text portion of the template into the text field (do not include the image)
3. Copy and paste the image separately at the bottom of the signature
4. Edit your personal details
5. Check the boxes to "automatically include my signature on new messages/replies/forwards"
6. Click the Save button in the bottom-right
7. Click the X icon in the top-right when finished

**Outlook Mobile App:**

1. Open the app and tap the profile circle in the top-left of the screen, next to Inbox
2. Tap the gear icon in the bottom-left of the profile menu
3. Under the Mail section, tap Signature
4. Copy and paste the signature template into the text field
5. Edit your personal details
6. Press the back button in the top-left when finished
7. Exit out of the Settings menu