

Creating a UGA Email Signature

All written or electronic communications from University faculty and staff should reflect the University of Georgia visual brand and email signatures in University emails must comply with the University's visual identity guidelines. Email signatures may include the sender's name, title, college, department, or unit, and contact information; the University name and logo; and any confidentiality notice created by the college, department, or unit (each, a "unit"), as appropriate. Suggestions for signature formats can be found below. Email signatures may not include any message or tagline of a personal nature. An additional phrase or tagline may be used only if it is created by a unit, relevant to the unit's mission, and consistent with the employee's role.

To Create a UGA Finance Email Signature in Outlook:

1. To build the email signature, you will need your full position title and details. If you are unsure of these specifics, please refer to your supervisor.
2. Go to the email signature builder: <https://brand.uga.edu/email-signature-builder/>

- a. Enter your name as you would like it to appear on your signature:

Name

Jane Doe

- b. Enter your school, college, or unit (division):

School/College/Unit

Finance Division

- c. Enter your position title:

Title

Public Relations Specialist

- d. Enter "UGAOneSource Team" under Address 1:

Address 1

UGAOneSource Team

- e. If you have an additional team or lead position, enter these under Address 2:

Address 2

Communications Team

- f. Next, you will enter your phone number and email address:

Phone

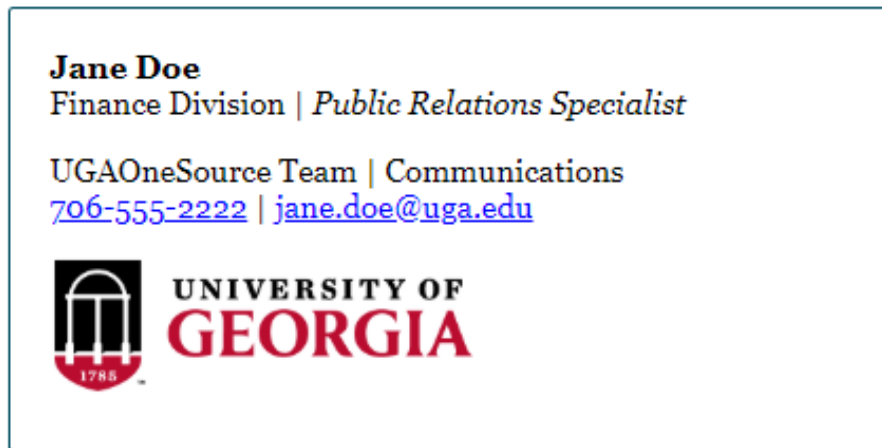
706-555-2222

Email

jane.doe@uga.edu

- g. For OneSource, we will click on Option 2:

Option 2



- h. Once you have Option 2 selected, you will press ⌘+C for Mac. This will copy the signature for you.
- i. In the Mail app on your Mac, choose Mail > Preferences, then click Signatures.
- j. In the left column, select the email account where you want to use the signature.
- k. If All Signatures is selected when you create a signature, you'll need to drag the new signature to an email account before you can use it.
- l. Click the Add button below the middle column.
- m. In the middle column, type a name for the signature.
- n. The name appears in the Signature pop-up menu when you write a message.
- o. In the right column (the preview), create your signature.
- p. If you want your signature to appear after the original text of messages you reply to or forward, deselect the "Place signature above quoted text" checkbox.

- q. Once you have pasted your signature created from the branding page, paste the following below to keep the source formatting:

We in the Finance Division constantly seek opportunities to enhance services and processes so that we can exceed your expectations.

We ask for your valuable feedback

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

- r. Once you have pasted, close the window
- s. Open a new message and apply your signature. Secondary Click (or Control Click) the “We ask for your valuable feedback” button
- t. In the link editor, click Edit.
- u. Make your changes and insert your last name after “emailname=” and your department after “deptname=” with no spaces and no capitalization.

https://busfin1.busfin.uga.edu/fa/fa_feedback.cfm?emailname=doe&deptname=supportservices

- v. Go back to your open email, and copy the signature (it now has the updated hyperlink)
- w. Once you have it copied, return to edit the Signatures page and replace:

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If you need any further assistance please contact Debbie Cardella by email dhelsel@uga.edu.