Email Signature Guidelines

Staff should include an email signature on all email messages, including personal contact details, the Flinders University CRICOS number and a disclaimer.

Selecting your email signature

For academic and professional services staff connected with a College, an email signature with the Flinders University co-brand logo is available. Otherwise the corporate Flinders University sample email signature is to be used.

Optional campaign email panels may be used instead of the Flinders University logo or Flinders University co-branded logo, and are available below.

Sample email signatures

Copy and paste your relevant Flinders University email signature from the selection of email signatures listed below.

College of Business, Government & Law Email Signature Sample

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Business, Government & Law

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

CRICOS No: 00114A This email and any attachments may be confidential. If you are not the intended recipient, please inform the sender by reply email and delete all copies of this message.

Flinders UNIVERSITY
College of Business, Government & Law

College of Humanities, Arts & Social Sciences Email Signature Sample

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Humanities, Arts & Social Sciences

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

CRICOS No: 00114A This email and any attachments may be confidential. If you are not the intended recipient, please inform the sender by reply email and delete all copies of this message.

Flinders UNIVERSITY
College of Humanities, Arts & Social Sciences

College of Education, Psychology & Social Work Email Signature Sample

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Education, Psychology & Social Work

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

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Flinders UNIVERSITY
College of Education, Psychology & Social Work

College of Medicine & Public Health Email Signature Sample

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Medicine & Public Health

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

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Flinders UNIVERSITY
College of Medicine
& Public Health

College of Nursing & Health Sciences

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Nursing & Health Sciences

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

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Flinders UNIVERSITY
College of Nursing
& Health Sciences

College of Science & Engineering

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
College of Science & Engineering

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

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Flinders UNIVERSITY
College of Science & Engineering

Flinders University Corporate Email Signature Sample

Firstname Lastname
Post nominals
Position Title in Subject Area
Position Title in Research/Institute/Centre
Portfolio Name

Sturt Road, Bedford Park South Australia 5042
GPO Box 2100 Adelaide SA 5001

M: +61 4XX XXX XXX I P: +61 8 8201 XXXX I F: +61 8 8201 XXXX
E: first.last@flinders.edu.au I flinders.edu.au/people/first.last or flinders.edu.au

CRICOS No: 00114A This email and any attachments may be confidential. If you are not the intended recipient, please inform the sender by reply email and delete all copies of this message.

Flinders UNIVERSITY

Campaign email panels

Optional campaign panels instead of the Flinders University logo, or the Flinders University co-branded logo can be used.

Semester 1, 2018 recruitment campaign – from July 2017 to November 30, 2017

Creating your email signature

Open **Outlook** and select **Options** from the File Menu

From the **Mail** tab, select **Signatures**

Next, select the **New** button (highlighted in blue below), and type in a **name for your signature** in the box that appears. Click **OK** to save the name.

Copy and paste the relevant email signature and enter your details in the main field:

Please note: the official font for Flinders email signatures is Arial regular 8 pt.

Email signatures should contain the following content:

- Name and Post-nominals
- Position Title in Subject Area
- Position Title in terms of recognised Research/Institute/Centre if applicable. To find out what Research Centres and Institutes are recognised visit flinders.edu.au/research/centres-institutes
- College or Portfolio Name
- Flinders University (full address)
- Phone, mobile (optional), fax (optional)
- Email
- Flinders website address with hyperlink or staff business URL
- Flinders University CRICOS details. These are: CRICOS Provider Number: 00114A
- Disclaimer. This is: This email and any attachments may be confidential. If you are not the intended recipient, please inform the sender by reply email and delete all copies of this message.

- Up to two lines of other statements - e.g. details about hours of availability, days worked can be added (optional).
- Flinders University logo, with College co-brand if applicable.
- Optional campaign email panels instead of the Flinders University logo or Flinders University co-branded logo.

Hyperlinks

You can create links to the Flinders University website and your staff business webpage by using the hyper link icon located above the text field. Highlight the text you wish to link, click on the hyperlink icon, type in or paste the URL into the address field and click OK.

Creating the line (|) between the details

To make the line (|) between blocks of details hold down the shift key and press the back slash key (\ ). This is located between the Enter and Backspace keys.

Save your signature

Once you have created the signature by entering all your main details, remember to click on 'Save'.

Finishing your email signature in Outlook

To ensure that your signature appears on your email messages, you must select the name of your email signature from the drop down menus for **New messages** and, if required, **Replies/forwards:**

Click on **OK** to save your settings.

Using email signatures in Outlook Web Access (through Okta) and iPhones

To ensure that your signature appears on your email messages in Outlook Web Access (through Okta) and iPhones, you will need to update the email signature in each location or device separately.

Please note that iPhones will send emails in plain text formatting which means the logo image is lost when pasted into the signature block. In its place, please include ‘Flinders University’ in your email signature.

For further information about email signatures contact Digital Presence Services.