

Practice/Procedure: Email Signature

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Document Owner:	Department Business Officer
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I. SCOPE

Capital Program Management (CPM) and Design & Development Services (DDS) have adopted a standardized format for email signatures.

II. POLICY

The Business Office provides standardized text and format for email signature lines, which are applied to all outgoing email communications by staff members.

Staff are required to use one of the approved formats.

III. RESPONSIBILITIES

Department Business Officer
Creates and implements standard signature line text.

CPM and DDS Staff
Apply standardized signature line to all outgoing email communications.

IV. PROCEDURE

In either selected option, the following items should be included in the signature block.

Standardized text to include:

- Employee name
- Working title (see approved list of department working titles)
- Department
- Office phone number
- Mobile phone number (for all department issued phones)
- Fax (if applicable)
- Department website
- Work email address
- Vision or values statement
 - Vision
 - ...to heighten the human experience
 - Values
 - Passion – Integrity – Excellence – Collaboration – Enjoyment – Services

Policy/Procedure: Email Signature

Option 1:

Crystall Luther-Northup
Executive Coordinator

Capital Program Management

T: 858.822.2793 | F: 858.534.4363 | www.plandesignbuild.ucsd.edu | cluthernorthup@ucsd.edu

Passion – Integrity – Excellence – Collaboration – Enjoyment – Service

UC San Diego

Option 2:

Crystall Luther-Northup
Executive Coordinator

UC San Diego: Capital Program Management

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...to heighten the human experience

How to Create and Format a Signature Line

Using the standardized text apply the follow parameters:

- Font Calibri (Body)
- Size: 11
- Preferred Font Color:
 - Black (Name, Working Title, Phone Numbers)
 - Bold Dark Blue, RGB 0-32-96 (Department Name)
 - Light Blue, RGB 0-176-240 (Vision and Values Statement)

Click [HERE](#) for Option 1

Click [HERE](#) for Option 2

Policy/Procedure: Email Signature

How to Create a Signature Line for Option 1

Format:

Full Name, Credentials

Working Title

Department (insert Capital Program Management or Design & Development Services)

C: (insert work cell) | T: (insert desk phone) | F: 858.534.4363 | www.plandesignbuild.edu | (insert work email)

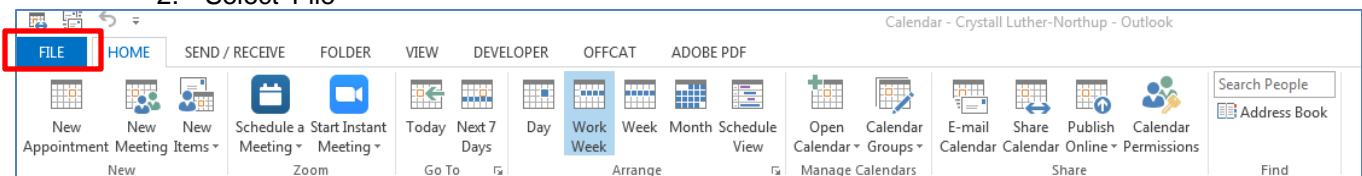
(insert vision or values statement)

(insert blank line between text and logo)

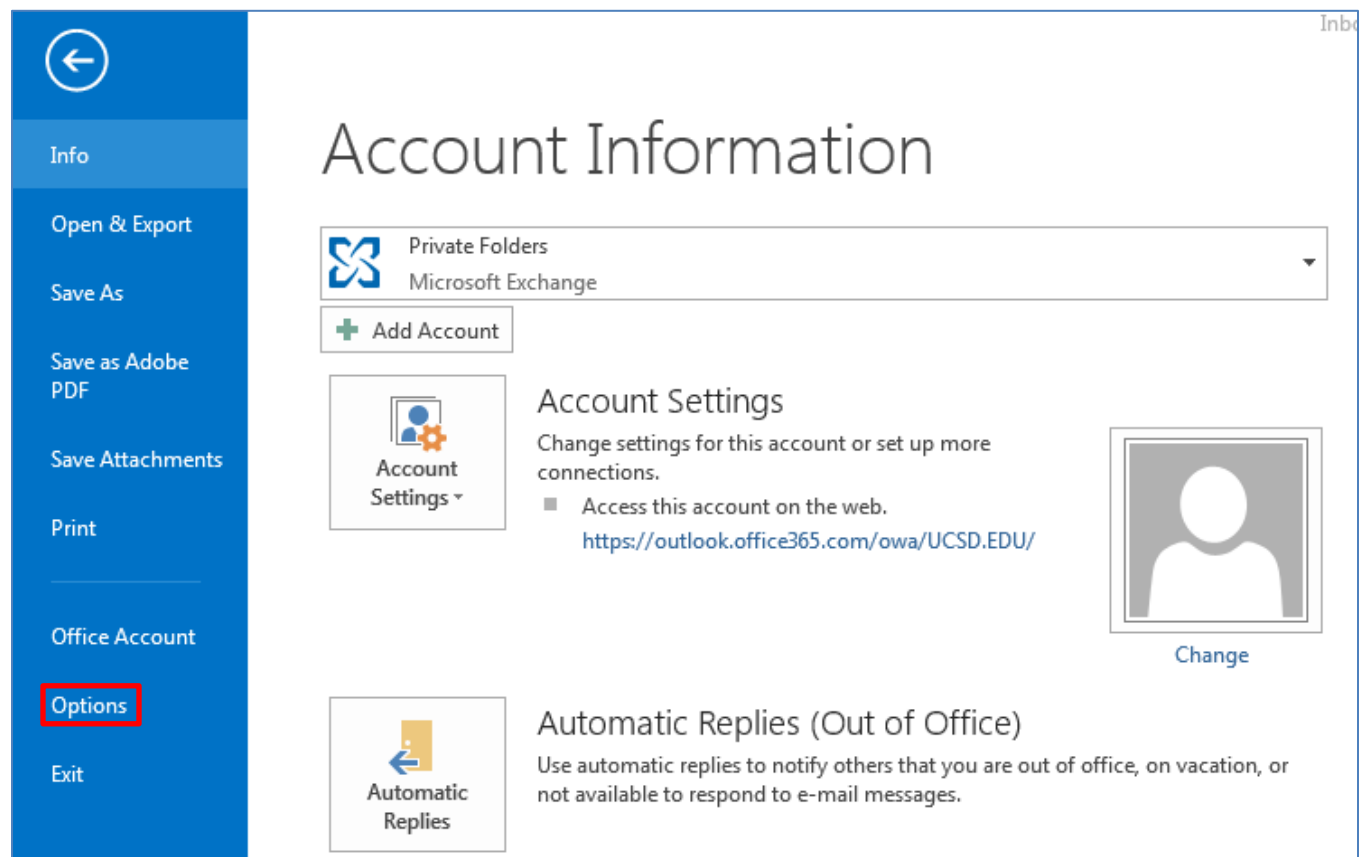
UCSD Logo

Create Signature Line:

1. Open Microsoft Outlook
2. Select 'File'

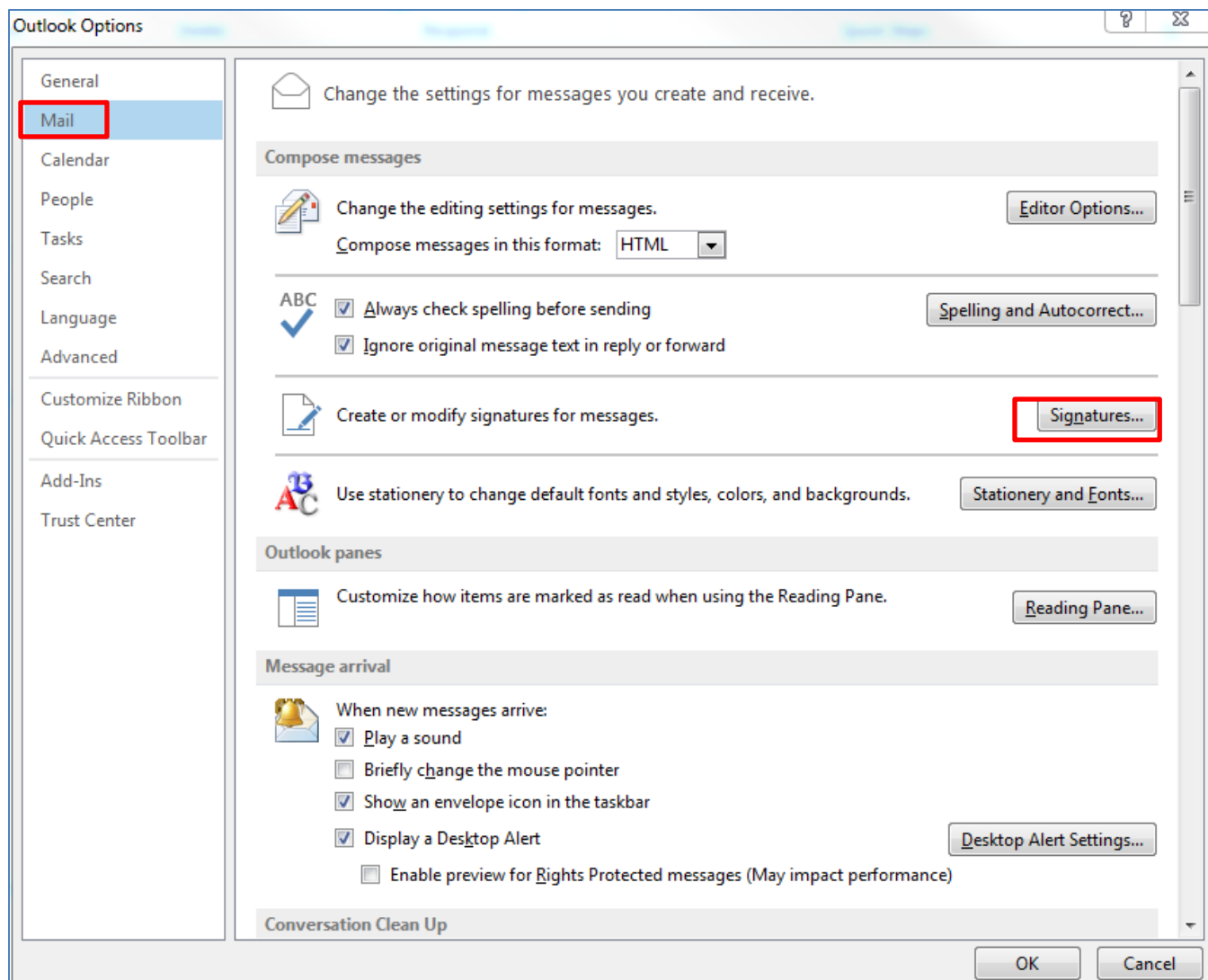


3. Select 'Options'

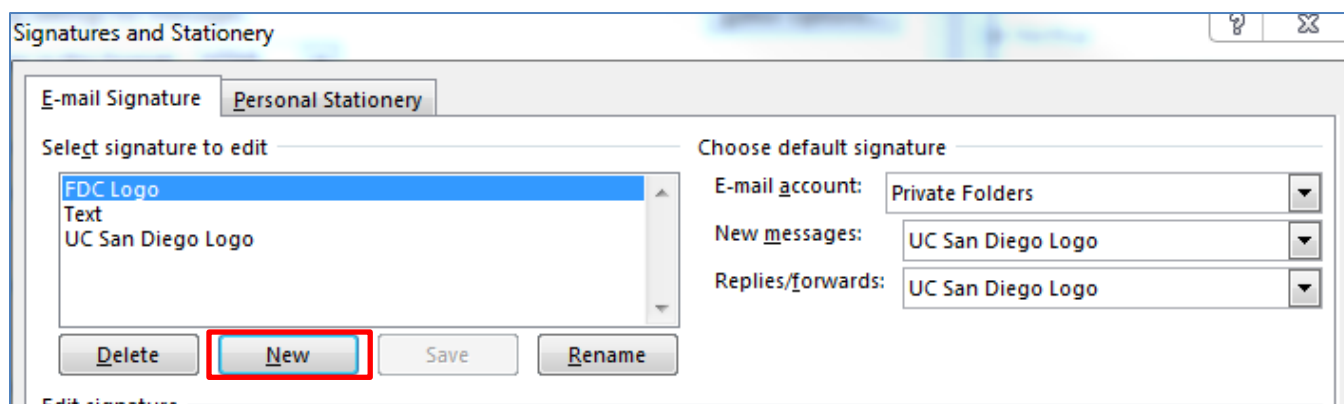


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4. Select 'Mail' then 'Signatures...'



5. Select 'New'

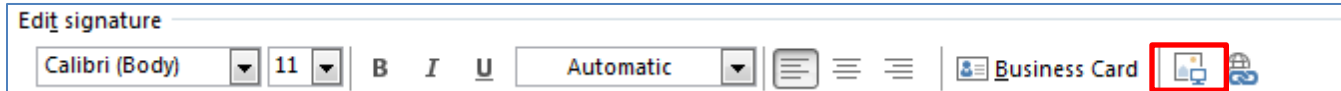


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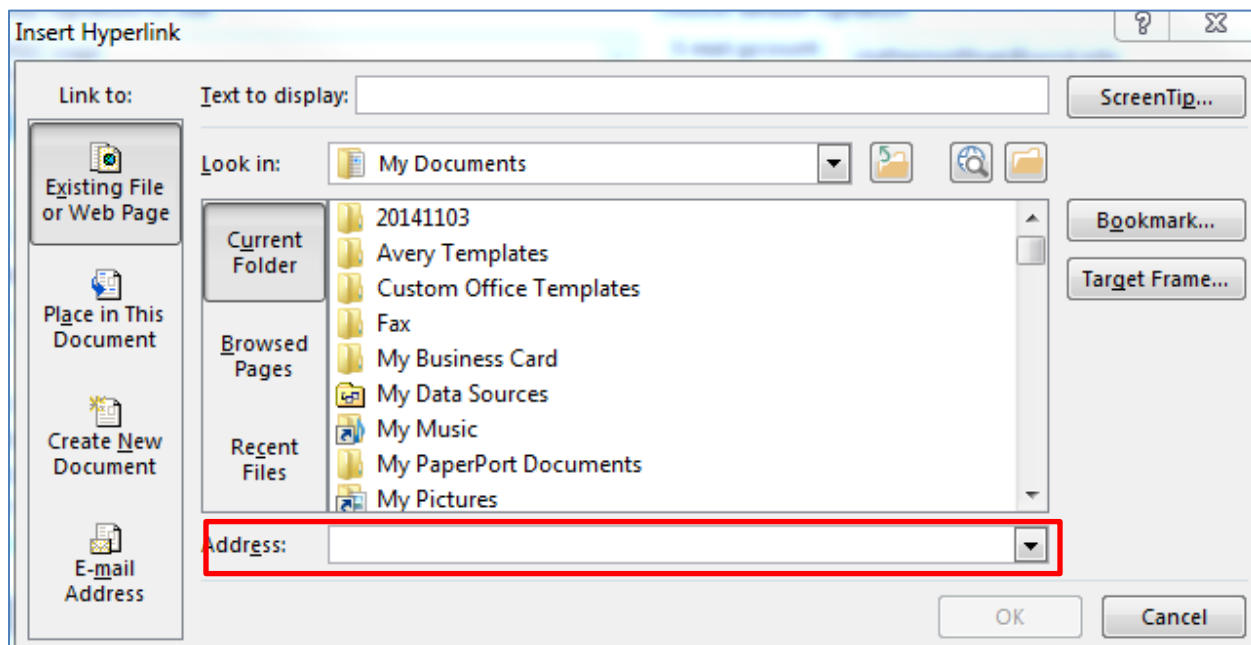
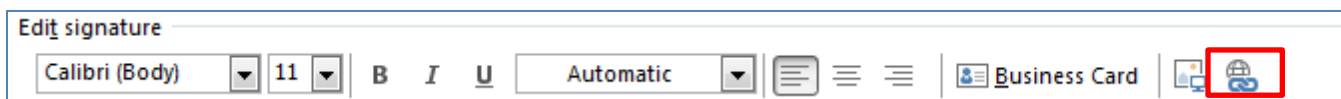
6. Enter the desired name for signature line (for example: New Signature Line)
7. Enter standard signature line text for option 1
 - a. Insert a Pipe between phone numbers, fax, web address and email

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- i. Press and hold the 'Shift' key, then press the '\ ' key to create a solid vertical line (Pipe line)
8. Provide a single blank space between the standard text and Insert UCSD Logo into the signature line by selecting the attachment tool

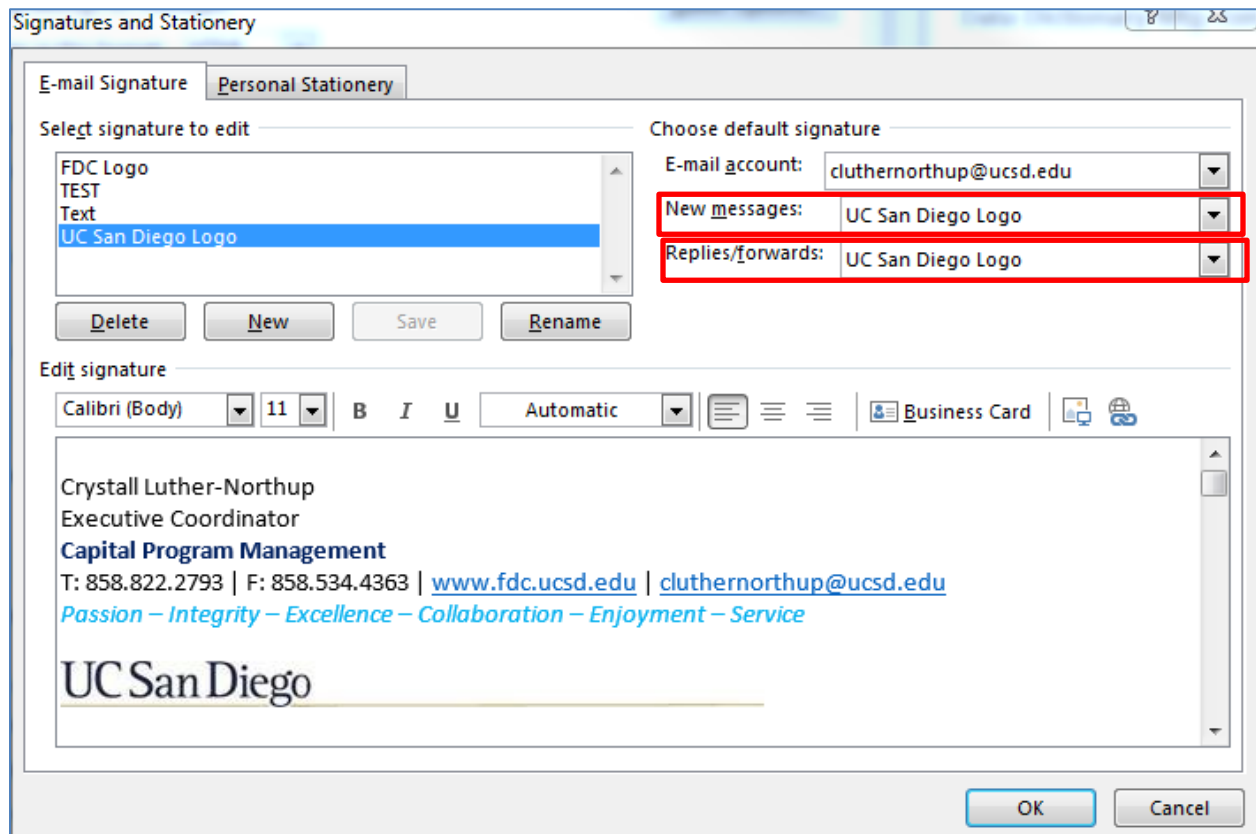


- a. Browse file and locate the UCSD Logo located in J:_Department Resources\Logo\UCSD Logo Signature Line
9. Select and insert logo
10. After entering your text and logo, highlight the department website and create a hyperlink
 - a. Select the 'Insert Hyperlink'
 - b. Enter department website in the Address line and select OK



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11. To apply to new and outgoing messages select the new signature from the drop down



12. Select 'OK' to exit

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How to Create a Signature Line for Option 2

Format:

Full Name, Credentials

Working Title

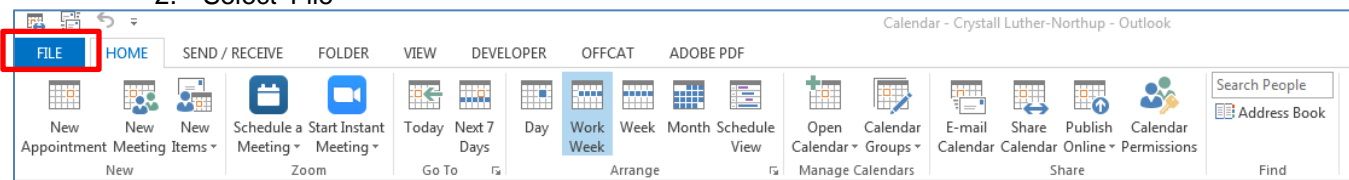
UC San Diego: Department (insert Capital Program Management or Design & Development Services)

C: (insert work cell) | T: (insert desk phone) | F: 858.534.4363 | www.plandesignbuild.edu | (insert work email)

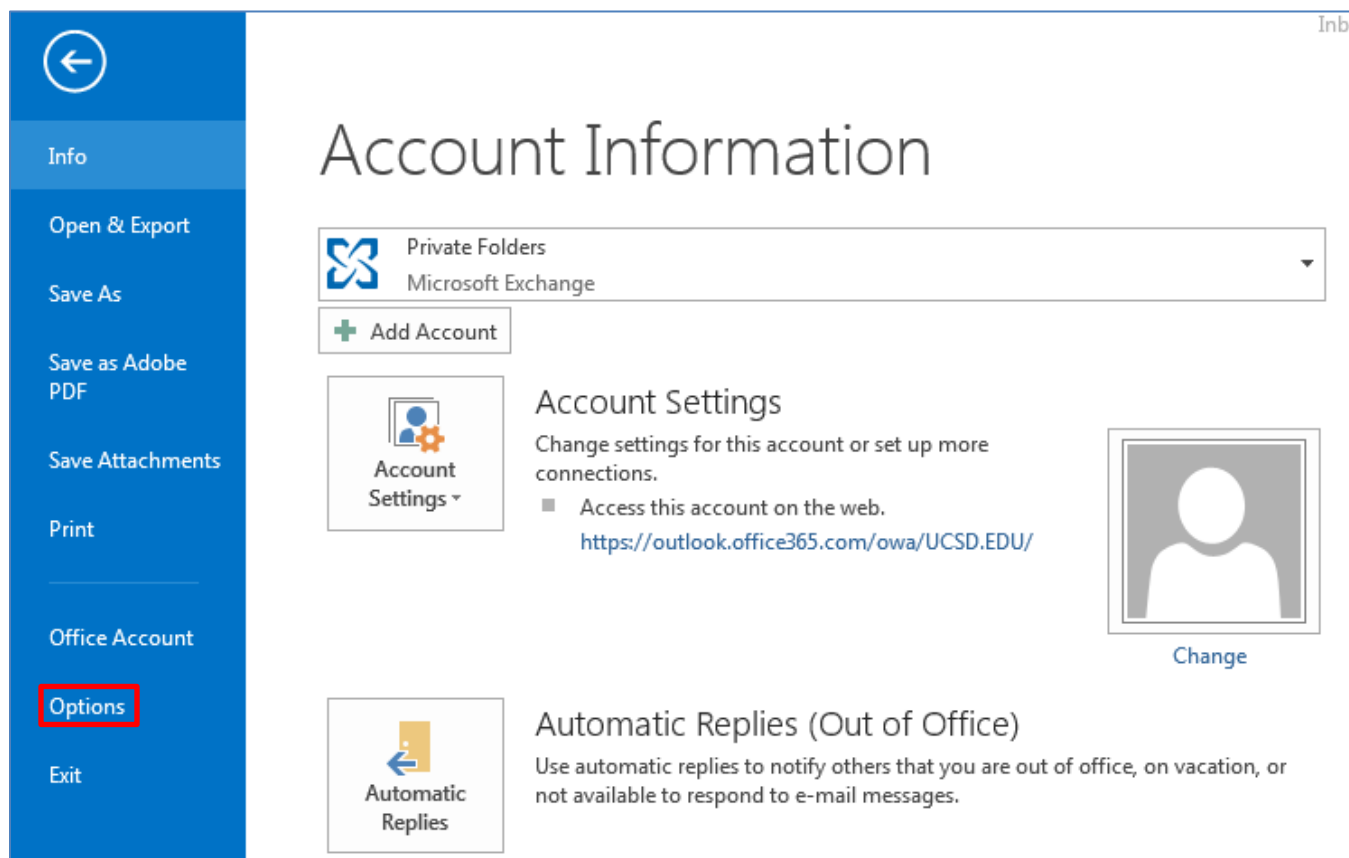
(insert vision or values statement)

Create Signature Line:

1. Open Microsoft Outlook
2. Select 'File'

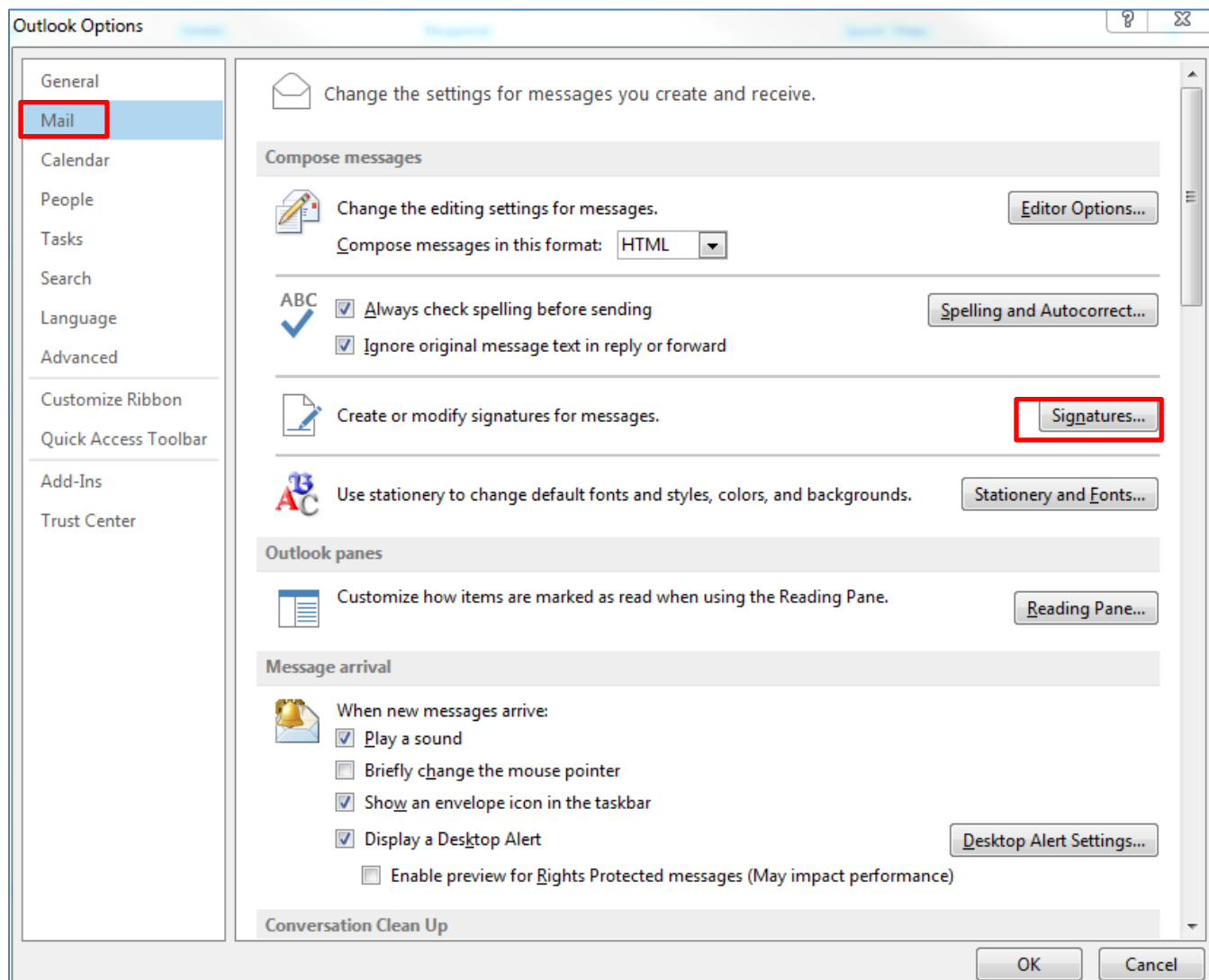


3. Select 'Options'

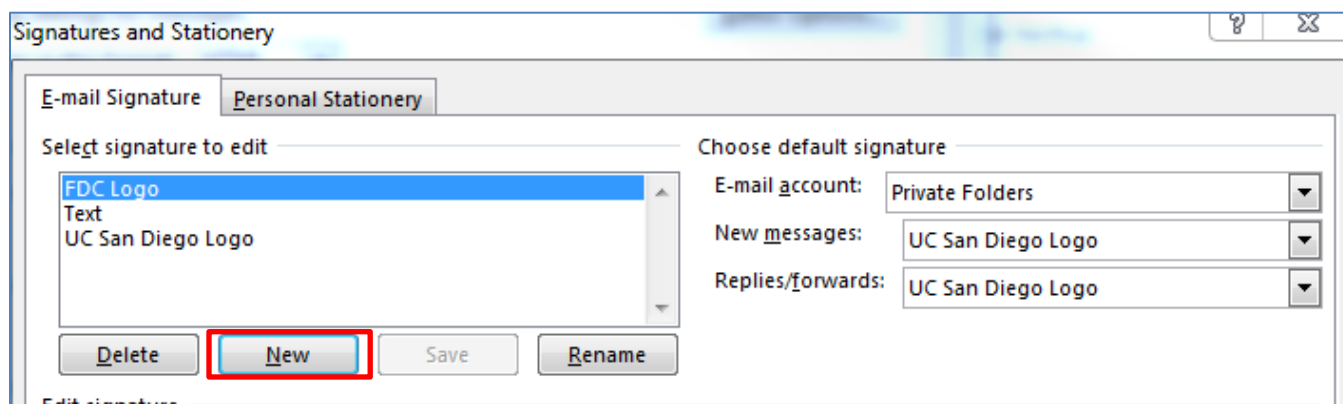


Policy/Procedure: Email Signature

4. Select 'Mail' then 'Signatures...'



5. Select 'New'

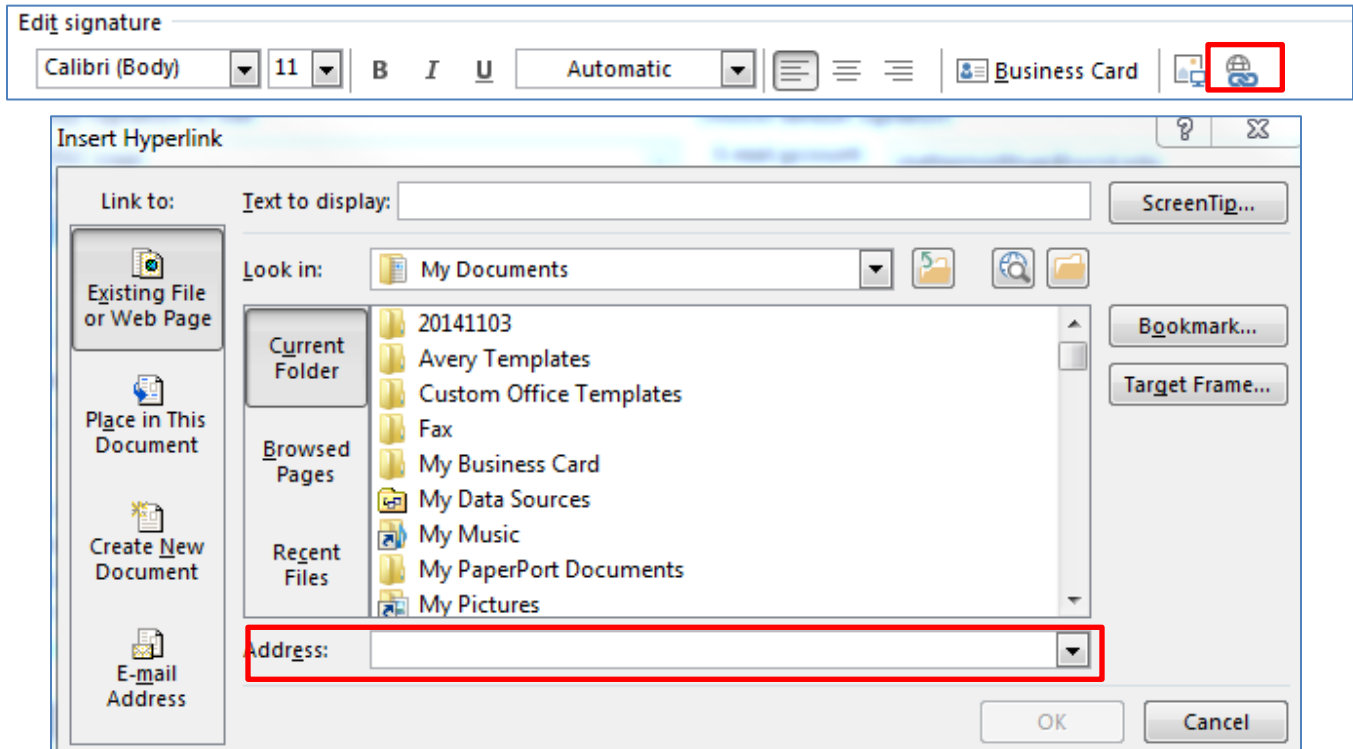


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6. Enter the desired name for signature line (for example: New Signature Line)
7. Enter standard signature line text for option 2
 - a. Insert a Pipe between phone numbers, fax, web address and email

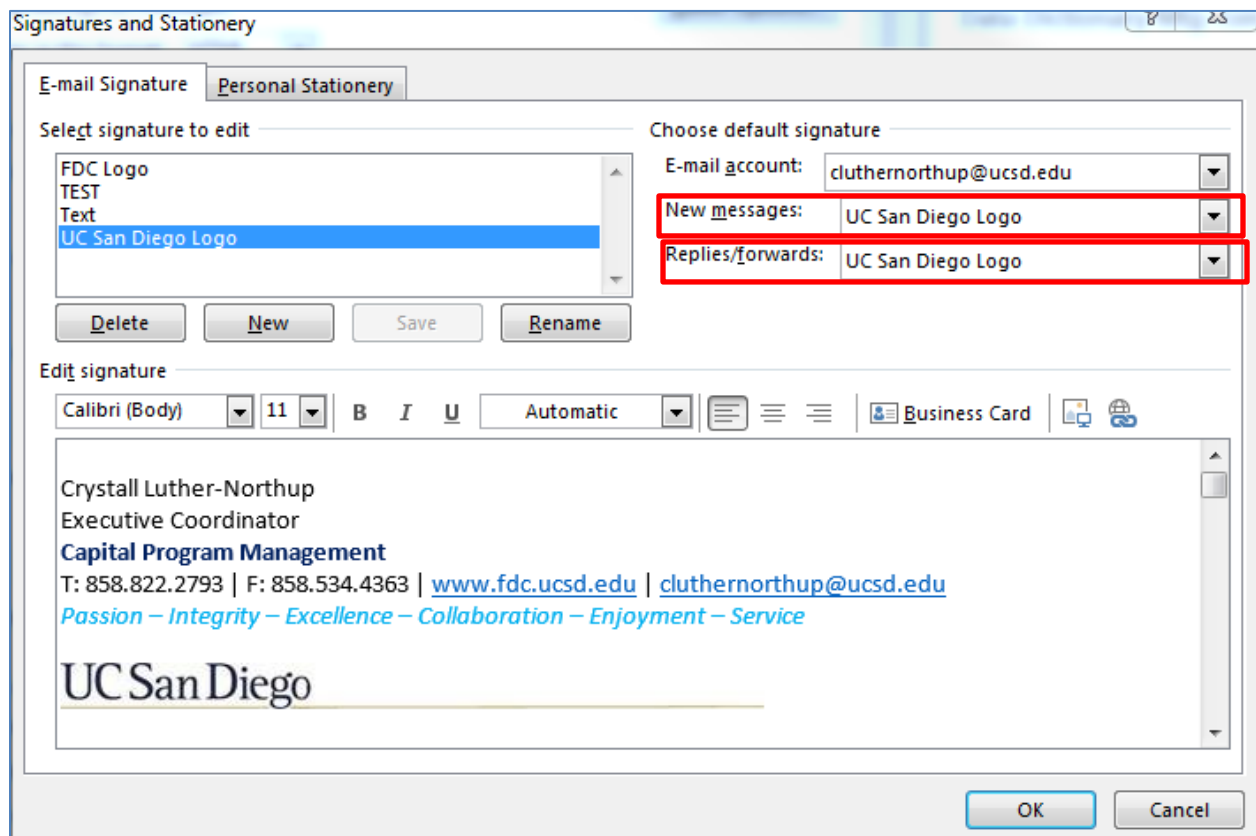
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- i. Press and hold the 'Shift' key, then press the '\ ' key to create a solid vertical line (Pipe line)
8. After entering your text, highlight the department website and create a hyperlink
 - a. Select the 'Insert Hyperlink'
 - b. Enter department website in the Address line and select OK



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9. To apply to new and outgoing messages select the new signature from the drop down



10. Select 'OK' to exit

V. RESOURCES/FORMS

[Department Working Titles](#)

[Signature Line Logo](#)