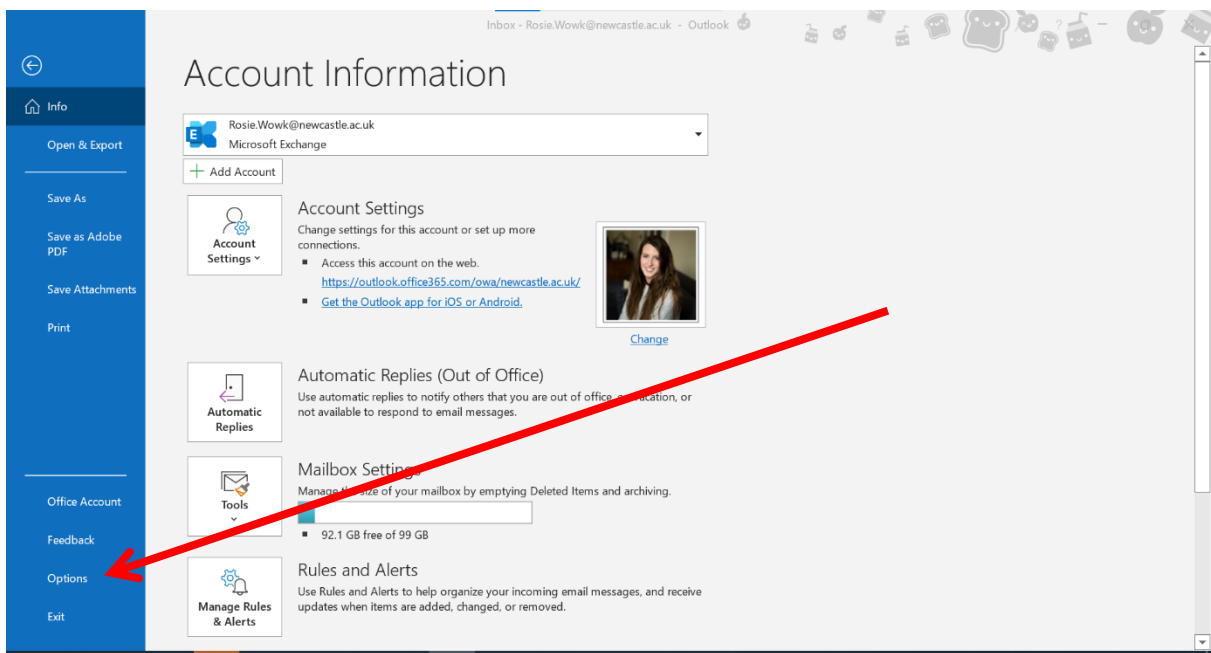


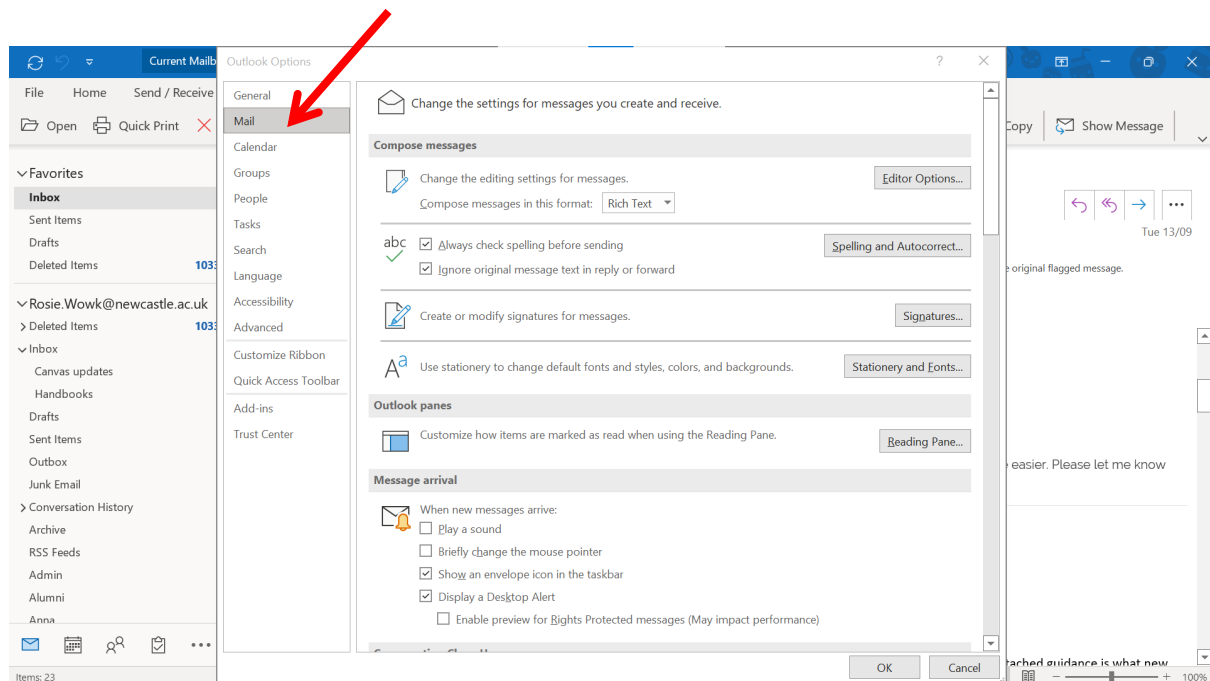
Updating your email message signature

This document provides a template for you to adapt for your email signature. Please follow the steps outline below.

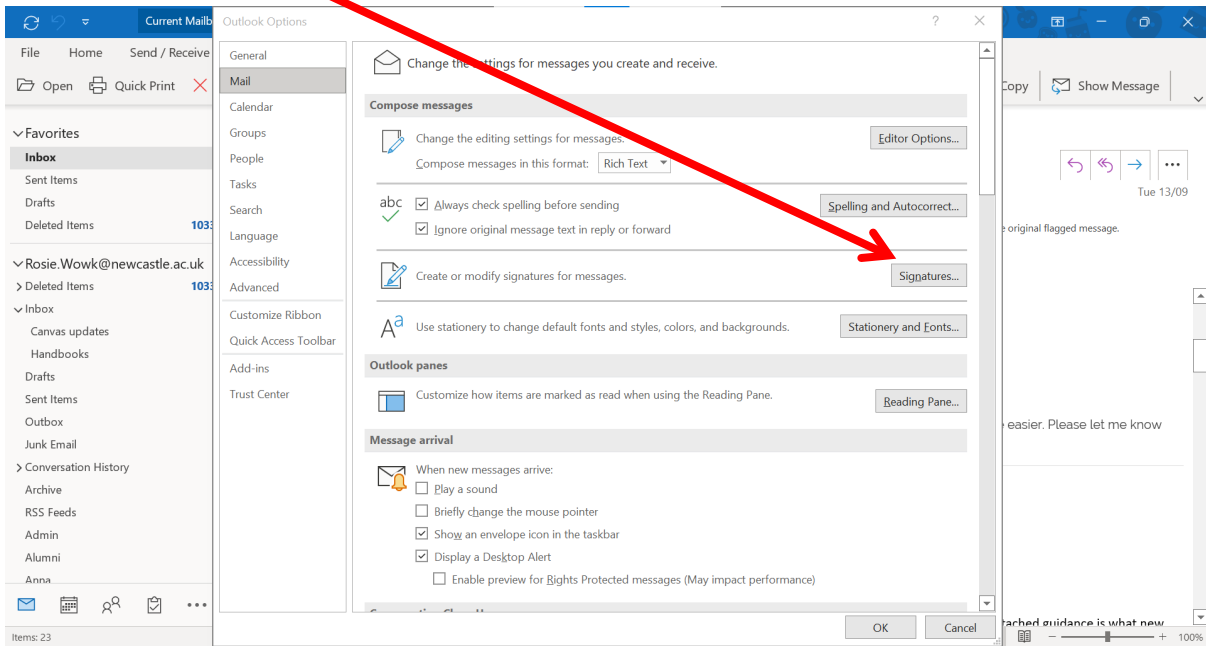
1. To add your signature to your Outlook, open up **Outlook**, click on the **'File'** tab on the menu bar, and select **'Options'**.



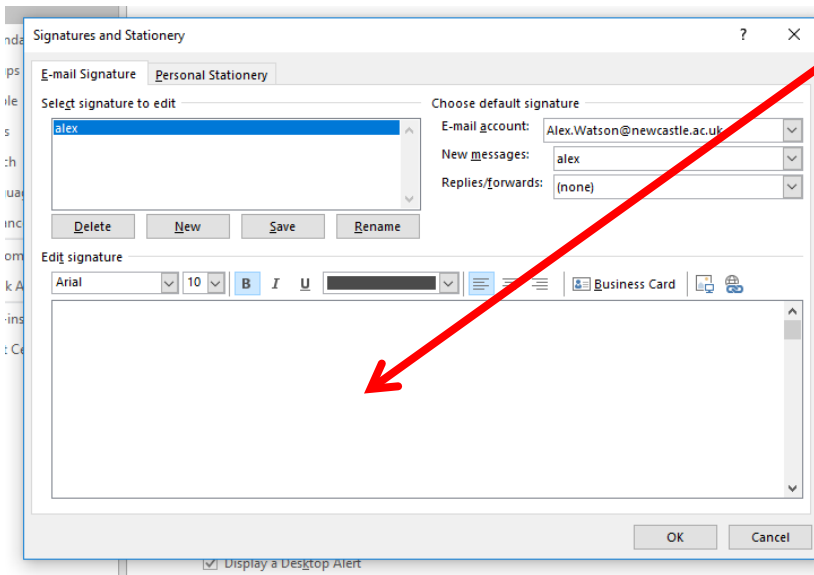
2. Then select **'Mail'**



3. Select 'Signatures'



4. Select your current signature and **delete** what is currently in the box.



5. **Select** the example email signature below, including the logos, and **copy**. This is the template you will customise with your details.:

Rosie Wowk (she/her)
Marketing and Communications Officer
0191 208 1554
rosie.wowk@newcastle.ac.uk

Newcastle University Business School
5 Barrack Road, Newcastle upon Tyne, NE1 4SE
Tel: +44 (0) 191 208 1500

www.ncl.ac.uk/business

 **Newcastle University** | Business School



6. The items highlighted in yellow are what you will **amend** to make your signature personalised to you.

Rosie Wowk (she/her)
Marketing and Communications Officer
0191 208 1500
rosie.wowk@newcastle.ac.uk

Newcastle University Business School
5 Barrack Road, Newcastle upon Tyne, NE1 4SE
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 **Newcastle University** | Business School

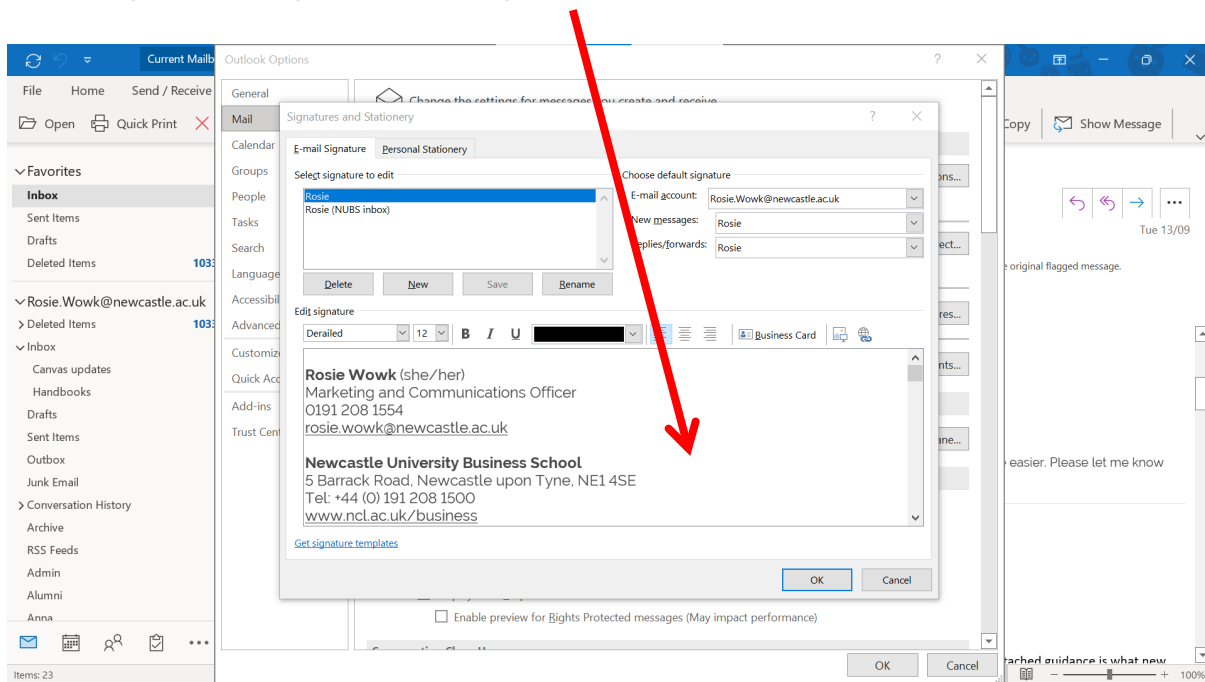


7. The table below provides guidance on changing the fields:

Field	Example	Guidance
Your name	Rosie Wowk	This should be your full name and the text should be in bold .
Your pronouns	(she/her)	Support the normalising of pronouns by adding them to your email signature. A few examples are: <ul style="list-style-type: none"> • He/him • She/her • They/them Further guidance on the Staff Blog: Normalising pronouns NUBS Staff Blog (ncl.ac.uk)
Job role	Marketing and Communications Officer	This should be your current job title. It should be in title case and words should be spelt in full eg 'and' instead of '&'.
Direct phone number	0191 208 1554	This is your direct telephone number. If you do not have a direct line, you can remove this line as the School's phone number is included at the bottom of the signature, along with the address.
Direct email address	<u>rosie.wowk@newcastle.ac.uk</u>	This should be your direct email address. It should not include capitals unless full stops are not used to separate words. You should spell Newcastle in full instead of using 'ncl.ac.uk'.

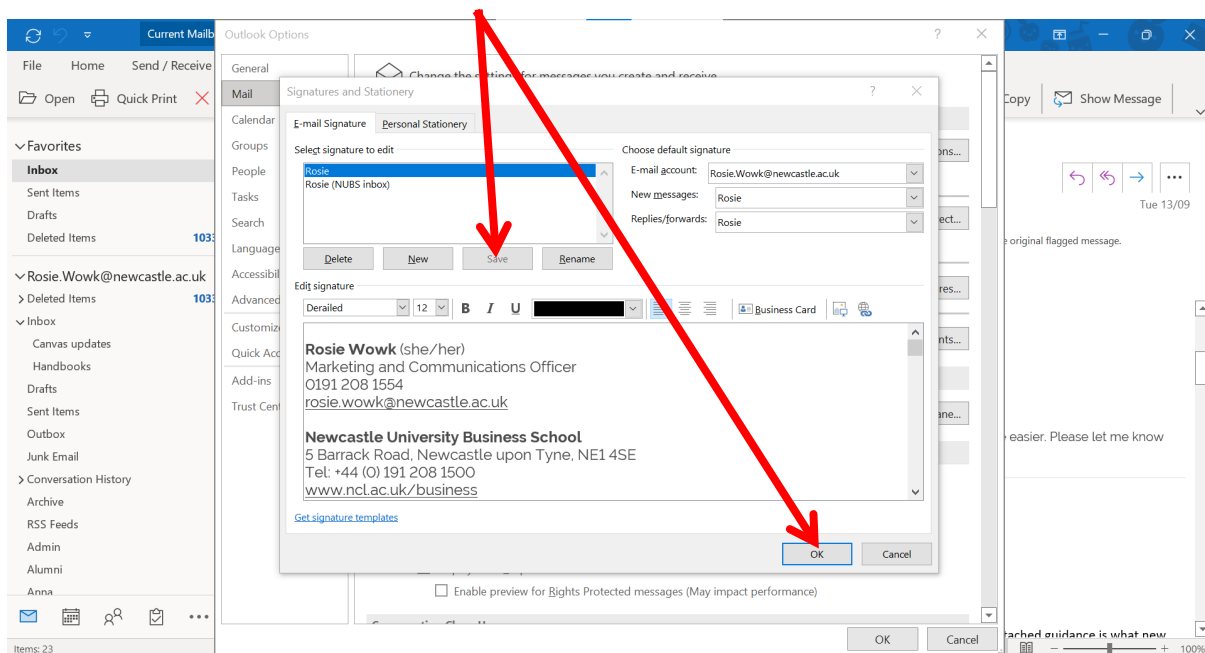
Your signature font should be **Derailed** and it should be no larger than **size 12**.

8. Copy the example signature and paste it into the box. You can do this by **right-clicking** and selecting **'Paste'**.



9. Amend the fields to customise to your own personal information, using the table earlier in the document for guidance.

10. Click **'Save'** and then click **'OK'**



11. Your new signature should now be in place. Thank you.