


Email signature information

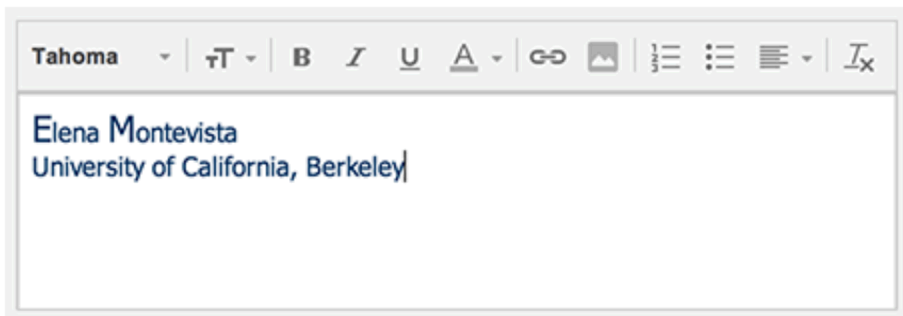
This document supports the Staff Email policy in providing information on what to include within an email signature and also how to add the signature and image.

Note: The image is located at

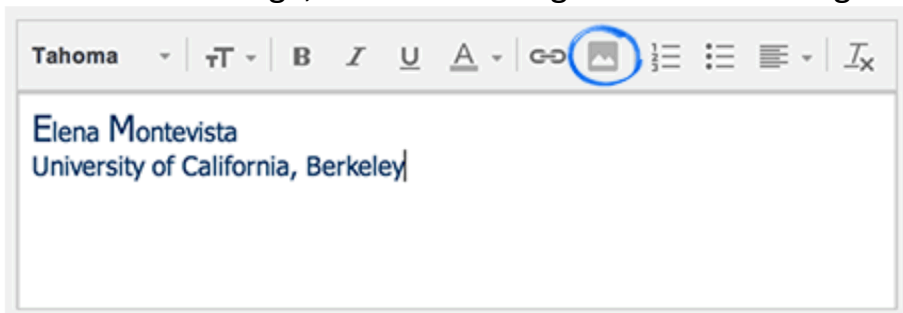
<https://storage.googleapis.com/edm-email-content/email-signature1.png>

How to create a signature

1. Click the gear in the top right. 
2. Select **Settings**.
3. Scroll down to the “Signature” section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.



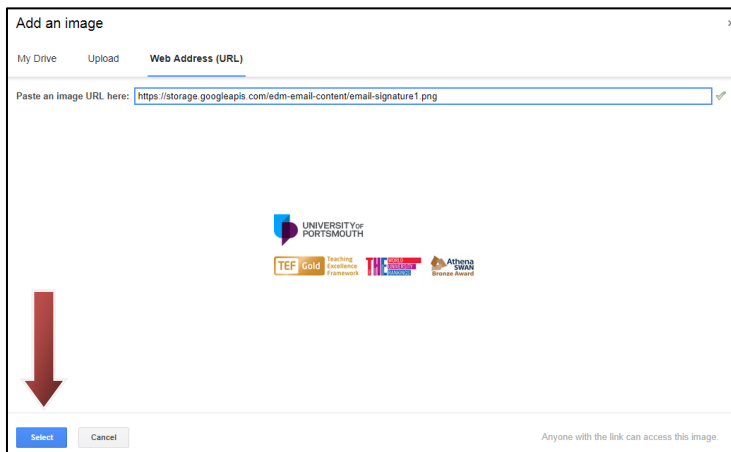
4. To add the image, click Insert Image  above the signature text box.



5. Select Web Address (URL) and enter:

<https://storage.googleapis.com/edm-email-content/email-signature1.png>

6. Click **Select** indicated by the arrow in the screenshot below:



7. Click **the image** and **select original size**.

This will ensure that when the image is updated in the future the image will not stretch.

8. Click **Save Changes** at the bottom of the page.

Layout and content of Portsmouth University signature

Name

Job Title

University of Portsmouth

T: Telephone number

E: Email address

W: www.port.ac.uk

University of Portsmouth, Building name, Address line 1, Address line 2, City, Postcode



Example signature:

Professor Joe Bloggs PhD

Lecturer, Faculty of Creative and Cultural Industries

University of Portsmouth

T: +44 (0)23 9284 1234

E: joe.bloggs@port.ac.uk

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