**CIVIS E-MAIL SIGNATURES AND SETUP**

We have created two templates which will allow you to CIVIS brand your email signature. If you work entirely in a CIVIS-level role, we invite to use the first template. If you work at member-university level and wish to combine CIVIS branding with your local branded signature, we invite you at add the second template below your existing signature.

**FULL SIGNATURE**

*If you do not wish to include a phone number, delete* **|**  **phone number**.

|  |  |
| --- | --- |
| Une image contenant texte  Description générée automatiquement | **SURNAME Name**  **Title**  **CIVIS, Europe’s Civic University Alliance**  Icon  Description automatically generated University – City, Country  mail@email.com **|**  phone number |

**MEMBER SIGNATURE**

|  |  |
| --- | --- |
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**INSTALLATION GUIDELINES - OUTLOOK**

**Copy the signature which you wish to use.** Note that they are designed in HTML tables, and you should copy the whole table to ensure that the signature displays correctly.

**For the full signature you should create an entirely new signature.**

Go to **Home** > **New email**.

Graphical user interface, application

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In the **New Email** panel, click on **Signature** > **Signatures…**

Graphical user interface, application, Word

Description automatically generated

This window will open.

Click on **New** and type a name for your signature.

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Paste your CIVIS signature in the **Edit signature** panel.

Write your name, title, university, city, country e-mail address, and phone number where and if needed. Save and click on **OK**.

Graphical user interface, application

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**For the member signature you should edit your existing signature**, adding the table below your contact details and university branding.

**To use the signature**, go back to the **New Email** window and choose the newly created or updated signature.

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**Your CIVIS signature will now appear !**

Graphical user interface, text, application, email

Description automatically generated

**You may wish to set this signature as your default**, so that it automatically appears on all your new emails.