MILLERSVILLE UNIVERSITY EMPLOYEE EMAIL SIGNATURE

INSTRUCTIONS FOR SETTING UP YOUR SIGNATURE

Mac:

1. Download the signature at mville.us/emailtemplate.

2. Copy the signature from the downloaded template.

3. In Outlook, go to the menu item Outlook and select Preferences in the drop down.

4. Click on Signatures.

5. Select Standard or create a new signature.

6. Paste signature and modify content as needed.

PC:

1. Download the signature at mville.us/emailtemplate.

2. Copy the signature from the downloaded template.

3. In Outlook, go to the File menu and select Options

4. Select Mail.

5. Select Signature.

6. Paste signature and modify content as needed.

For further information on creating your signature, please reference your email application's help files or contact the Help Desk at 717-871-7777 or email help@millersville.edu.

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To create a more consistent brand experience, Millersville University employees will adhere to a standardized email signature, as shown below. The signature offers the following benefits:

1. Reduced number of copy lines and font size offers the potential to reduce the amount of wasted paper on campus.
2. Gray font color reduces the amount of toner (on black and white printers) required to print the signature.
3. Enhanced message readability—especially when reading through long chain emails.

A **Employee Name** – Employee Title
B *Employee Department*

C **MILLERSVILLE UNIVERSITY**
D P.O. Box 1002, Millersville, PA 17551-0302
E Phone: 000-000-0000 | Fax: 000-000-0000 | first.name@millersville.edu | www.millersville.edu

F Connect with us: Facebook | Instagram | Twitter | YouTube

Usage Guidelines

• Font color for most of the signature will be gray **(R: 146, G: 146, B: 146)**, with the exception of links and the university name, which will appear as **(R: 95, G: 95, B: 95)**.

A First line: Name will appear in **Arial bold (12 pt. for Mac users, 9 pt. for PC users)** with title in plain face. Name and title will be separated by a dash with a space on either side.

B Second line: Optional department name in *Arial italic (12 pt. for Mac users, 9 pt. for PC users)*

C Third line: **MILLERSVILLE UNIVERSITY** will be upper case, **TIMES BOLD** (15 pt. for Mac users, 11.5 pt. for PC users) in darker shade of gray.

D Fourth line: P.O. Box 1002, Millersville, PA 17551-0302 (Note that lines D-F will be displayed in Arial (12 pt. for Mac users, 9 pt. for PC users))

E Fifth line will contain the employee's office phone, mobile phone (if applicable), fax (if applicable), email and University web link (www.millersville.edu)

F An **optional** sixth line may include an additional call-to-action/social media links that are **relevant to the goals of the employee's department**.

• Background colors on emails are **prohibited**.

• **No other colors/graphics/logos (including the Millersville University logo)** may be used in the signature. This helps reduce the demand on our email system.

• Non-University related content (quotes, philosophy, jokes, external promotions, etc…) are **prohibited** in the signature.

• See the previous page for brief instructions on how to set up the signature in Outlook for Mac and PC platforms