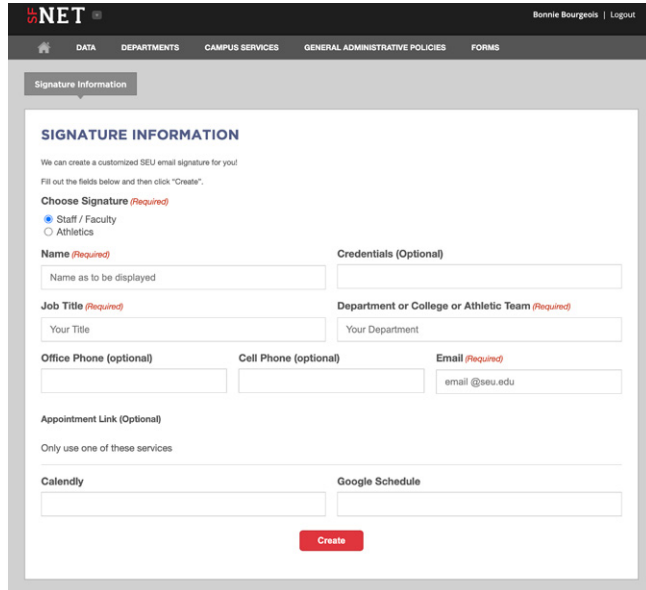


SEU Branded Email Signatures

You must be logged into SFNet to access the form link to create your email signature

- Visit SEU.edu/branding and click on “Templates” to find the Email Signatures section. Or, go directly to SFNet, click on “Departments,” then “SEU Creative.”



- Locate the form link for email signatures.
- Fill out the form with your contact information.
- Click “Create” and your signature will be automatically generated with the required standard formatting.
- Highlight and copy the complete signature (everything between the horizontal lines).
- Open your SEU email account via Gmail. Go to “Settings” and scroll down to “Signature.”
- Click on “+ Create new,” name the signature, and click “Create.”
- Paste the signature that you created with the SFNet form into the window provided in Gmail.
- You can add an extra return at the beginning/end of the signature to automatically give some added space. You can also choose to add a standard closing (such as “Regards”) above the signature.



- To ensure that your signature and the required legal disclaimer is at the end of each email reply (and not just cumulative at the bottom of the email conversation), follow these steps in Gmail:

1. Change your signature defaults to your new signature

2. Check the box for “Insert signature before quoted text in replies and remove the “--” line that precedes it.”
3. Scroll down and click “Save Changes.”

Note: The steps to include the legal disclaimer may vary based on your email client.

Template for Staff & Faculty

If there are multiple job titles within the same college, then those titles can be combined in the title field. Ex:

Chair, Professor of Subject
College of Natural & Health Sciences

First Last Name

Job Title
Department or College

863.000.000 | 000.000.0000
E name@seu.edu



Southeastern University
1000 Longfellow Blvd.
Lakeland, Florida 33801-6034



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Template for Fire Athletics

First Last Name

Job Title
Department or College

863.000.000 | 000.000.0000
E name@seu.edu



Southeastern University
1000 Longfellow Blvd.
Lakeland, Florida 33801-6034



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