## **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."

Signatu	re Inform	ation					
SIG	NATU	RE INFORM	ATION				
We can	create a cu	stomized SEU email sign	sature for you!				
Fill out	the fields be	low and then click "Crea	te".				
Choo	se Signa	ture (Required)					
St At	aff / Facu bletics	Ity					
Name	R (Required	1		Credentials	(Optional)		
Nar	me as to b	e displayed					
Job 1	bb Title (Required)			Department or College or Athletic Team (Required)			
You	r Title			Your Department			
Office Phone (optional)			Cell Phone	optional)	Ema	Email (Required)	
					em	ail @seu.edu	
Appoi	intment Li	nk (Optional)					
Only u	use one of	these services					
Caler	ndly			Google Sch	Google Schedule		

- 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.

Signature defaults					
FOR NEW EMAILS USE	ON REPLY/FORWARD USE				
New Signature ~	New Signature ~				
Insert signature before o	uoted text in replies and remove the "" line that precedes it				

- 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 O 863.000.000 | C 000.000.0000 E name@seu.edu



Schedule a meeting

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 O 863.000.000 | C 000.000.0000 E name@seu.edu



Schedule a meeting

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