**Please note:**

* Use of images in your email is discouraged due to a variety of technical, security, and ADA compliance issues.
* The updated email signature template now includes Viterbo’s mission statement, reinforcing our identity. This visible and consistent expression of our mission supports accreditation expectations by demonstrating alignment between our daily operations and institutional purpose.
* There are two optional messages you can consider including in your email signature. The first is a reminder of thoughtful consideration before printing emails and serves as a reflection of our shared value of stewardship. The second is an acknowledgement of our care for the whole person, affirming that wellbeing extends beyond academics and work, including honoring time for loved ones, rest, and renewal.

**COPY/REPLACE THIS INFORMATION WITH YOUR OWN:

First Last Names** ([pronouns](https://www.mypronouns.org/what-and-why): list yours here)

*Viterbo University*

Title | Department

555-555-5555

Office Room Number

[viterbo.edu](http://www.viterbo.edu) | 900 Viterbo Drive, La Crosse, WI 54601

The Viterbo University community prepares students for faithful service and ethical leadership.

OPTIONAL ADDITIONS

Please consider the environment before printing this email.

*I value and respect your personal time. If you receive correspondence from me outside of your work hours, please prioritize your well-being and wait to respond until you are back at work.*

**For PC (Windows)**

1. **Copy your new signature**:
	* Highlight the full email signature text and formatting.
	* Right-click and select **Copy**, or press **Ctrl + C**.
2. **Open Outlook**.
3. Click **File** > **Options** > **Mail** > **Signatures**.
4. Under **Select signature to edit**, click **New**, name your signature.
5. In the **Edit signature** box, **paste** the copied signature:
	* Right-click and choose **Paste**, or press **Ctrl + V**.
6. Set your new signature as the default for **new emails** and **replies/forwards**, if desired.
7. Click **OK** to save.

**For Mac**

1. **Copy your new signature**:
	* Highlight the full email signature text and formatting.
	* Right-click and select **Copy**, or press **Command + C**.
2. **Open Outlook**.
3. From the top menu, click **Outlook** > **Settings** > **Signatures**.
4. Click the **+** to create a new signature, and name it.
5. In the signature editor, **paste** your copied signature:
	* Right-click and choose **Paste**, or press **Command + V**.
6. Use the **Default Signatures** section to assign it to your email accounts.
7. Close the window to save.