Email Signature

There are two formal email signature options for the U of T community. Both options have an available simplified version. Please choose the email signature that works best for you.

Steps to customize your email signature:

* Select the email signature template you would like to use below.
* Insert your information into the spaces as directed in the template.
* When editing the URL, make sure to hyperlink the web address.
* Review your information to ensure accuracy and then select and copy your new email signature, including the graphics.
* Paste your email signature into the signature form field in the **Outlook app**. Make sure you recheck all of the content for accuracy and that it appears as it does below. Check the spacing, placement of images, etc. You may need to make minor manual edits.
* Send yourself a test email to ensure all information, spacing, and placement of images is correct.

**Helpful tips:**

* Do not change the font or font size.
* Ensure your name is in all caps.
* We strongly recommend updating your signature through the Outlook app rather than the web version for the features and functionality available to you.
* Specific instructions for adding an email signature will depend on the mail client you use. The University’s default email client is Outlook. For instructions on adding an email signature to Outlook, [click here](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034).
* Set your email format to HTML mode to ensure graphics are displayed correctly.

If you encounter any issues, please contact [brand@utoronto.ca](mailto:brand@utoronto.ca)

**Signature Option 1 — Formal**Use this formal email signature for all initial email communications.

**Note:** Make sure to include the blue dash when you copy your email signature.

**—**

**FIRSTNAME LASTNAME**  
Official Title  
  
Name of Department  
University of Toronto  
Address Line 1  
Address Line 2  
123 Street Address  
City, Province, Postal Code  
  
Office: 000-000-0000  
Mobile: 000-000-0000  
[emailaddress@utoronto.ca](mailto:emailaddress@utoronto.ca)  
  
**utoronto.ca**  
  
****

**Signature Option 1 — Simplified**Use this simplified signature for ongoing email discussions to reduce the length and clutter in an   
email chain.

**Note:** A simplified email signature should never replace a formal email signature. Make sure to include the blue dash when you copy your email signature.

**—**

**FIRSTNAME LASTNAME**  
Official Title  
  
Name of Department  
University of Toronto  
  
Office: 000-000-0000  
Mobile: 000-000-0000  
[emailaddress@utoronto.ca](mailto:emailaddress@utoronto.ca)

**Signature Option 2 — Formal**Use this formal email signature for all initial email communications.

**Note:** The vertical line may need to be adjusted manually depending on the length of your contact details.

|  |  |
| --- | --- |
|  | **FIRSTNAME LASTNAME** Official Title  Name of Department University of Toronto Address Line 1 Address Line 2 123 Street Address City, Province, Postal Code  Office: 000-000-0000 Mobile: 000-000-0000 [emailaddress@utoronto.ca](mailto:emailaddress@utoronto.ca)  **websiteurl.utoronto.ca** |

**Signature Option 2 — Simplified**Use this simplified signature for ongoing email discussions to reduce the length and clutter in an   
email chain.

**Note:** A simplified email signature should never replace a formal email signature.

**FIRSTNAME LASTNAME**  
Official Title  
  
Name of Department  
University of Toronto  
  
Office: 000-000-0000  
Mobile: 000-000-0000  
[emailaddress@utoronto.ca](mailto:emailaddress@utoronto.ca)