

How to Set-up RVU Standardized Email Signature for New Emails

1. Copy the entire email signature below.

To do this, highlight the signature then select the four-way arrow (⛶) at the upper left corner and right click "Copy" or type "Ctrl+C".

Name, Credentials*

Job Title #1 (Position)

Job Title #2

Job Title #3 or Personal Pronouns (Optional)

Rocky Vista University

Program Name*

8401 S. Chambers Rd., Englewood, CO 80112

255 East Center Street, Ivins, UT 84738

4130 Rocky Vista Way, Billings, MT 59106

Office: (333) 333-3333

Cell:

Fax:

email@rvu.edu

www.rvu.edu

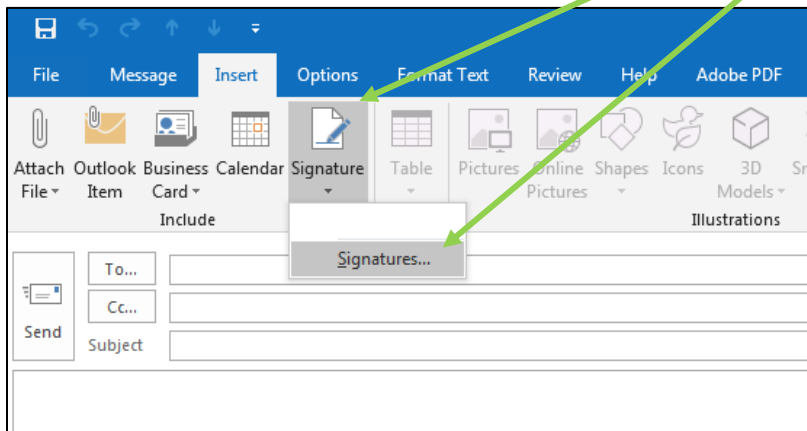
Disclaimer text goes here, delete if not needed.



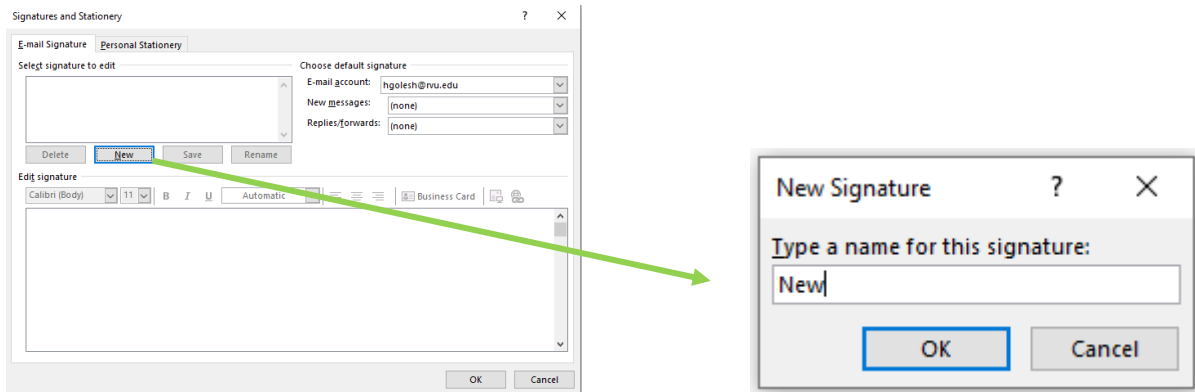
*Achieving New Heights in
Medical Education*



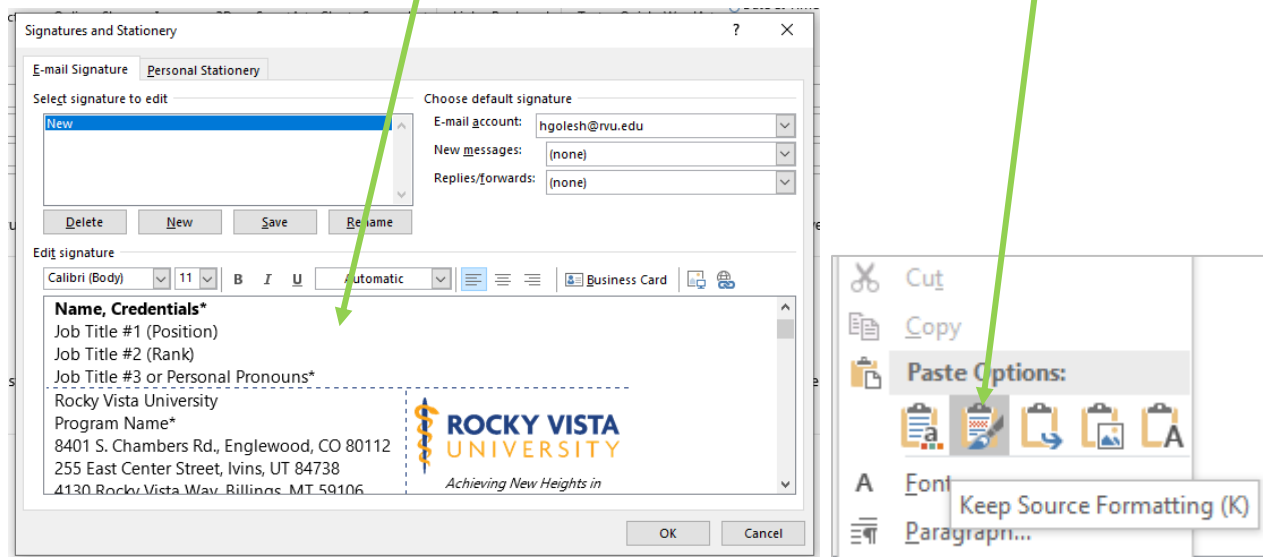
2. Open Outlook and select "New Email".
3. Click the "Insert" tab (at the top) and then select "Signature > Signatures".



- Under **Select Signature to Edit**, select "New". A dialog box will appear. Type the word "New" then click "OK".



- Click in the text box under "Edit Signature". Then right click and choose "Paste > Keep Source Formatting" or type "Ctrl + V". The email signature should now be shown in the box under "Edit Signature" as the picture below shows.

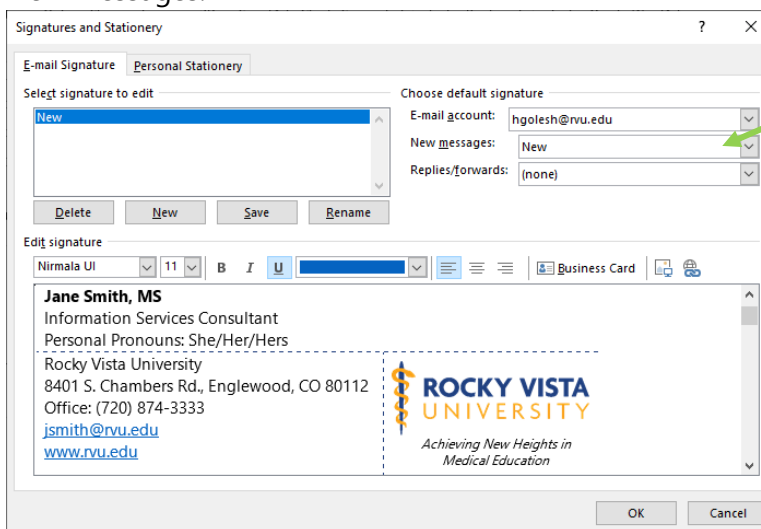


6. Click on the name in the signature to begin replacing the text with your information and note the following **RVU Marketing Branding Guidelines**. Since this is an RVU Standardized Email Signature, the Branding guidelines must be followed.
 - a. **Delete information you do not need for your email signature except for required sections.**
 - i. Name, Job Title, Rocky Vista University, Address, Office Phone, Email Address and RVU website are required.
 1. Students may list leadership positions in roles for their "Job Title". Job Title is not required for students.
 - ii. Cell, Fax, Program Name, and Personal Pronouns are optional.
 - iii. Program name is used for individuals working/studying solely with one program. Programs are listed as follows:
 1. College of Osteopathic Medicine
 2. Master of Science in Biomedical Sciences
 3. Master of Physician Assistant Studies
 - b. **Do not change the RVU Logo image or Social Media Icons. They should be displayed as shown below.**

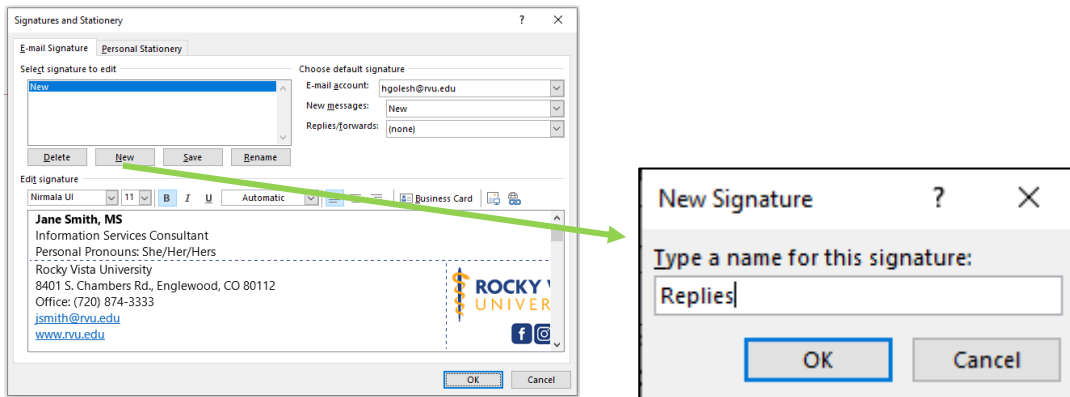


- i.
- c. **Do not change the font or the font size.**
 - i. Name = Nirmala UI 11pt Bold
 - ii. Title, Pronouns, Rocky Vista University, Program, Address, Phone, Email, Website = Nirmala 11pt Regular
 - iii. Disclaimer = Nirmala UI 8pt Regular
- d. **Do not change the color of the font.**
 - i. All text is the color black with the exception of the email and website links. Those are the blue link color.
- e. **Credentials**
 - i. Credentials (DO, PhD, etc.) are listed with no periods. Multiple credentials are separated with commas.
 1. Example: Jane Smith, DO
 2. Example: Jane Smith, DO, MEd
 - ii. Student Credentials are listed as follows:
 1. COM = OMS I (updated annually to reflect your current year of study)
 - a. Do not use OMS-I, MS-I, OMS-1, OMS1, MS-1, MS1

- b. Example: Jane Smith, OMS I
 - c. Example: Jane Smith, OMS II
2. MSBS = MSBS Student (this is listed after your name. See example below)
 - a. Example: Jane Smith, MSBS Student
 3. PA = PAS I (updated annually to reflect your current year of study)
 - a. Do not use PAS-I, PAS-1, PAS1, PA Student
 - b. Example: Jane Smith, PAS I
 - c. Example: Jane Smith, PAS II
- f. **Personal Pronouns** - Personal pronouns are listed in the "Job Title" section and should be listed as follows:
- i. Personal Pronouns: He/Him/His
 - ii. Personal Pronouns: She/Her/Hers
 - iii. Personal Pronouns: They/Them/Theirs
 - iv. Personal Pronouns: Ze/Hir/Hirs
- g. **Multiple Campus Addresses**
- i. For those who work at multiple campuses, you may add the addresses for all campuses, if you wish. Employees should use discretion in choosing whether multiple addresses need to be reflected.
7. Once you have updated your information in the email signature, click "Save".
 8. On the right (under Choose default signature), click the dropdown menu and select "New" for New Messages.



9. Now it's time to add your "Replies/Forwards" email signature which will be a text only version (no images). Keep the Signatures and Stationery Dialogue box open and select "New" under "Select Signature to Edit". A dialog box will appear. Type the word "Replies" then click "OK".



10. Copy the entire "Replies/Forwards Email Signature" below.
To do this, highlight the entire signature, then right click "Copy" or type "Ctrl+C".

Name, Credentials*

Job Title #1 (Position)

Job Title #2 (Rank)

Job Title #3 or Personal Pronouns*

Rocky Vista University

Program Name*

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255 East Center Street, Ivins, UT 84738

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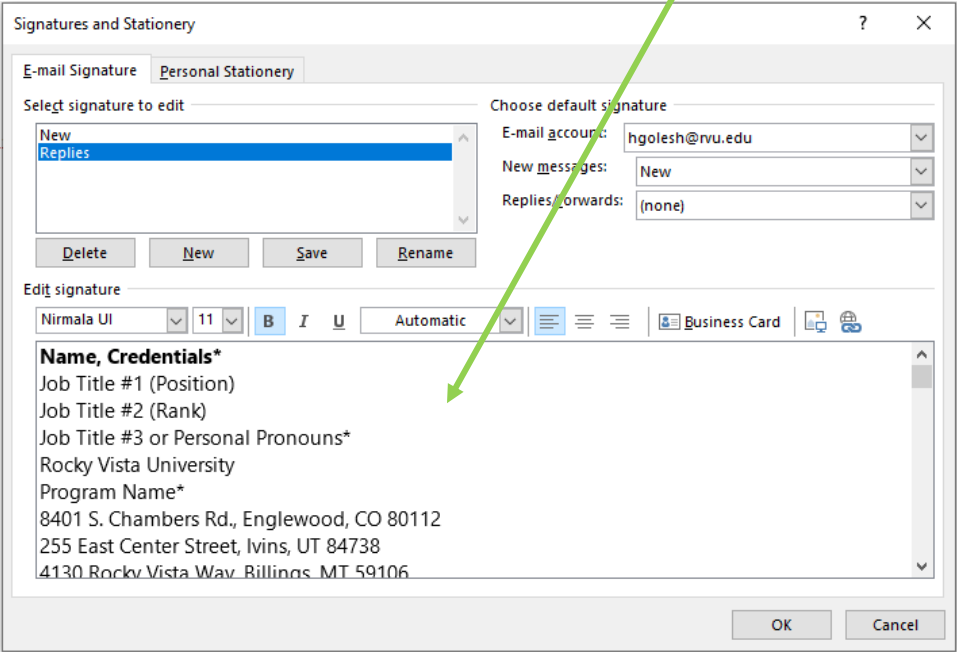
Fax: (333) 333-3333

email@rvu.edu

www.rvu.edu

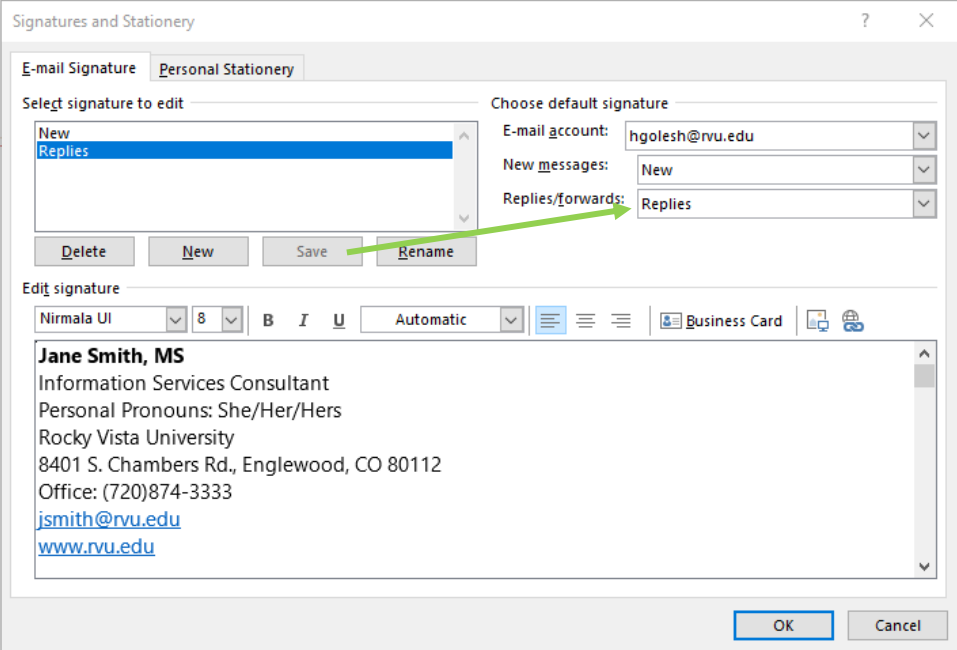
Disclaimer text goes here, delete if not needed.

11. Click in the text box under "Edit Signature". Then right click "Paste" or type "Ctrl + V". The email signature should now be shown in the box under "Edit Signature" as the picture below shows.

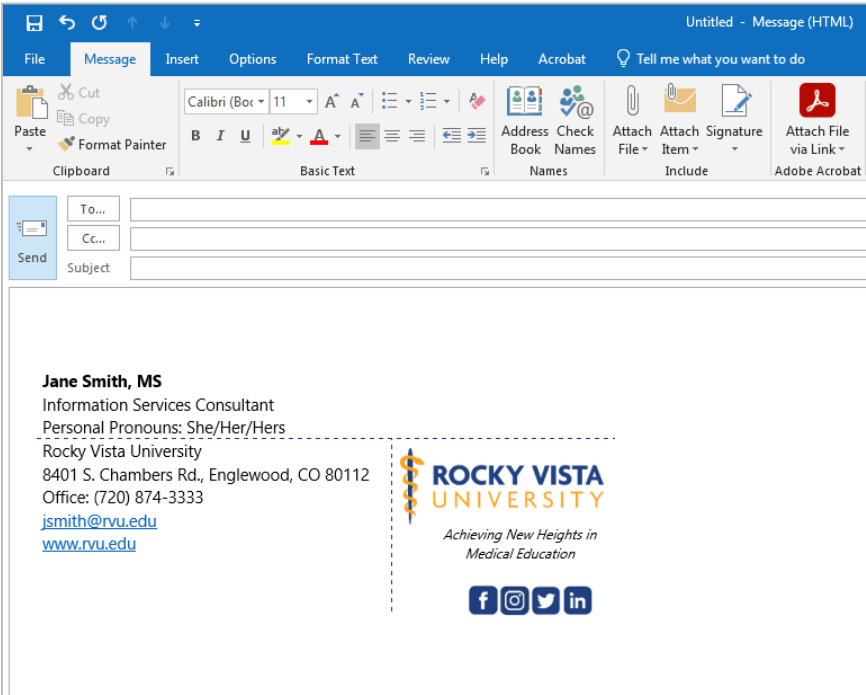


12. Click on the name in the signature to begin replacing the text with your information and note the following **RVU Marketing Branding Guidelines** from Step 6. The RVU Logo and Social Media icons are not used for this signature.

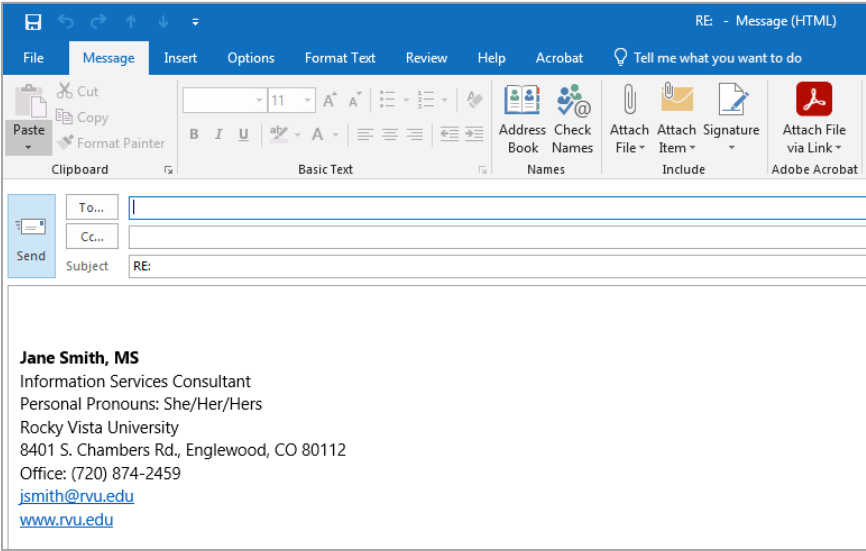
13. Once the information in your signature has been updated, click "Save". On the right, under Choose default signature, choose "Replies" from the dropdown menu. Click "OK".



14. Test to make sure your email signature is working properly by creating a New Email. When you create a new email, you should see your "New" email signature automatically populated in the email as shown below:



15. Open an existing email and click "Reply". You should see the "Replies" email signature automatically populated in the body of the email as shown below:



16. If your new email signatures are populated correctly in new emails and replies/forwarded emails, then you are all set! See additional instructions below if you use the Outlook Mobile app.

INSTRUCTIONS FOR MOBILE SIGNATURE

To create an email signature in your Outlook Mobile App, first open the app on your mobile device, find a previous email containing your **RVU "Replies" signature** (with no logos or other images), and copy the signature. Next:

1. Click on the **Settings** gear icon
2. Under Settings, click on the **Signature** option
3. Enter the text-only signature provided in this policy. If you have one email account tied to your Outlook app, follow these instructions:
 - a. Verify that the **Per Account Signature** option is greyed-out, indicating that it is off
 - b. Enter the text-only signature and click on the checkmark at the top right corner to save your new setting
4. If you have more than one email address tied to your Outlook app, follow these instructions:
 - a. First verify that the **Per Account Signature** option is blue, indicating that it is on
 - b. Enter the RVU text only signature and click on the checkmark at the top right corner to save your new setting. Make sure the signature will be saved to your RVU email signature.
5. Verify that your new signature setting has been saved by creating a new message. You should see your custom signature in the body of the new message.