# Email Signatures Instructions:

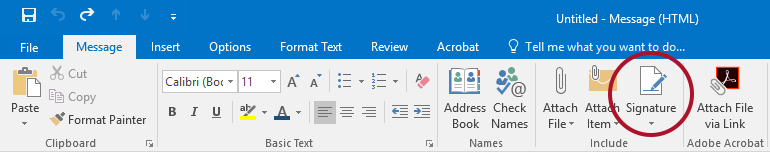
Please help us provide a unified appearance to our patients and the public.

For consistency, each email signature within the University Nebraska Medical Center organization should follow a clear, specific format. Update your current email signature to match the following example. Your email signature should be in Arial font. There should not be any wallpaper in the background of your email messages.

Examples with and without gender pronouns are below.

**Outlook Instructions:**

Update your Outlook signature by opening a new email, then click on “Signature” within its toolbar.



Select “Signatures” and when a new window opens, choose “New.”   
Name your new signature and click “ok.”

Copy the example on the following page, and paste it into your new email signature by highlighting it with your mouse, hitting Control + C and then pasting it into the new window by using Control + V. Edit the text to match your personal contact information.

Make sure your new email signature is selected for new messages and replies/forwards as you prefer. Click “ok.”

**Email Signature Template:**

**Name, Credentials**

**Title**

Department



**University of Nebraska Medical Center**

Address | City, ST Zip

402.000.0000 | fax 402.000.0000

Email Address

[UNMC](http://www.unmc.edu/) | [Facebook](https://www.facebook.com/unmcedu) | [X](https://x.com/unmc) | [Instagram](https://instagram.com/iamunmc) | [YouTube](https://www.youtube.com/user/UNMCEDU) | [Bluesky](https://bsky.app/profile/unmc.bsky.social)

**Email Signature Template (with optional pronouns):**

**Name, Credentials**

*Pronouns: xxx/xxx/xxxx*

**Title**

Department



**University of Nebraska Medical Center**

Address | City, ST Zip

402.000.0000 | fax 402.000.0000

Email Address

[UNMC](http://www.unmc.edu/) | [Facebook](https://www.facebook.com/unmcedu) | [X](https://x.com/unmc) | [Instagram](https://instagram.com/iamunmc) | [YouTube](https://www.youtube.com/user/UNMCEDU) | [Bluesky](https://bsky.app/profile/unmc.bsky.social)

If hyperlinks do not transfer, utilize this list to set up the links:

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* <https://www.youtube.com/user/UNMCEDU>
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