Signature Lines in your email	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech, currently working from home

QUESTION:
What are the standards at UAB for Email signature Lines ?

BACKGROUND:
Our HR Department reminds us that:
It is a requirement to include a signature line on all email messages, including replies.
This is because signatures on emails save the receiver from spending valuable time looking up the person's contact information.

ANSWER:
Here is what UAB provides currently:
- https://www.uab.edu/toolkit/branding/download-branded-items/email-signature
- https://www.uabmedicine.org/branding/style-guides

A few notes:
- Click for Instructions of how to add or change a signature line in Outlook
- To change in Webmail: Gear icon on top right > [Options] > [Email signature] on left
- "Knowledge that will change your world" is an expired tagline and shouldn't be included
- As a courtesy, if there is a reason that the receiver might need/want to call you, provide a phone number where you can actually be reached.

We'll be happy to assist with setting up/changing your signatures.
Just let us know (dopmHelp@uabmc.edu) if you need help. It should only take a few minutes.

A summary of the above info is located at: https://www.uab.edu/medicine/dopm/help/set-up-email-outlook/more-about-email

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments? Let us know at dopmHelp@uabmc.edu
To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw