Division of Student Affairs Email Signature

Signature Template for New Emails

Name (optional pronouns)
Title
UNT Division of Student Affairs
Website studentaffairs.unt.edu
Email your.name@unt.edu
Phone 940-565-XXXX

Connect with DSA today!

Signature Template for Replies/Forwards and Webmail

Name (optional pronouns)
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UNT Division of Student Affairs
Website studentaffairs.unt.edu
Email your.name@unt.edu
Phone 940-565-XXXX

Creating an Email Signature in Outlook

Create a new email. Following the instructions for creating a new email signature found at this link, copy and paste the signature template and change the relevant information. The instructions also provide guidance on how to set your default signature for new emails and replies/forwards. Remember to hyperlink your email address when setting up your email signature. Please note that a signature set on the Outlook desktop application will not carry over to webmail. Instructions for how to set up an email signature through webmail can be found at this link.

When setting up your signature for new emails, be sure to verify that all alternative text for images properly transferred from the template. You can view available alternative text in Outlook Desktop by right-clicking on an image, selecting Picture and clicking on the Alt Text. For webmail, right-click the image and select “Add alternative text.” If you choose to add your department’s logo or social media icons, remember to add alternative text for those images as well.

For questions or issues, please contact DSACommunications@unt.edu.