**BHSU BRANDED EMAIL SIGNATURES**

To learn how to set up your new email signature (for desktop, web, mobile, etc.), look at this article by HubSpot: [How to setup an email signature in Outlook](https://www.hubspot.com/email-signature-generator/add-signature-outlook)

**SIGNATURES FOR OUTLOOK ON DESKTOP OR WEB**

**NOTE:** You cannot swap out the BHSU logo for another photo. Formatting of the email address and web address should remain as it is (e.g. First Name, Last Name, and BHSU capitalized). The abbreviated signature must be used with the full logo since Black Hills State University is not written out in the text.

**BHSU – Main Campus Signature**

|  |  |
| --- | --- |
|  | **FIRST & LAST NAME (ALL CAPS)**Job TitleDepartmentBlack Hills State University**P:** 605.642.XXXX | **E:** First.LastName@BHSU.edu[www.BHSU.edu](http://www.BHSU.edu)  |

**BHSU – Rapid City Signature**

|  |  |
| --- | --- |
|  | **FIRST & LAST NAME (ALL CAPS)**Job TitleDepartmentBlack Hills State University – Rapid City**P:** 605.XXX.XXXX | **E:** First.LastName@BHSU.edu[www.BHSU.edu/RC](http://www.BHSU.edu/RC)  |

**BHSU – Signature Abbreviated (Full logo)**

|  |  |
| --- | --- |
|  | **FIRST & LAST NAME (ALL CAPS)**Job TitleDepartment605.642.XXXX | First.LastName@BHSU.edu |

**SIGNATURES FOR OUTLOOK ON MOBILE DEVICES**

**NOTE:** Photos can be tricky to work with when putting in your email signature on mobile Outlook so they are not to be included, just text. Formatting of the email address and web address should remain as it is (e.g. First Name, Last Name, and BHSU capitalized).

**BHSU – Signature for Mobile Outlook – Main Campus**

**FIRST & LAST NAME (ALL CAPS)**

Job Title

Department

Black Hills State University

**P:** 605.642.XXXX | **E:** First.LastName@BHSU.edu

[www.BHSU.edu](http://www.BHSU.edu)

**BHSU – Signature for Mobile Outlook – Rapid City Campus**

**FIRST & LAST NAME (ALL CAPS)**

Job Title

Department

Black Hills State University – Rapid City

**P:** 605.642.XXXX | **E:** First.LastName@BHSU.edu

[www.BHSU.edu](http://www.BHSU.edu)