**BHSU BRANDED EMAIL SIGNATURE**

Follow the instructions to use the template:

**Step 1:** Hover over the signature andclick Cursor that appears when you hover over a table.to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C)**.

**Step 3:** Open an Outlook email message and **Paste (Ctrl +V)** the signature in the email body.

**Step 4:** Watch [this video](https://www.microsoft.com/en-us/videoplayer/embed/RE2ClAY) made by Outlook to learn how to save your new signature and customize the links.

**NOTE:** You **cannot** swap out the BHSU logo for another photo. Do not change the font, font size, or font colors. Formatting of the email address and web address should remain as it is (e.g. First Name, Last Name, and BHSU capitalized). The links on the social media icons are already set to link to the main BHSU social media pages, but the links can be switched out to go to a department specific social media page if you would like to do so (e.g. Athletics could link the icons to the BHSU Athletics social media pages). However, if you have a department social media page, but it is not actively used or updated regularly, we ask that you leave the links so that they direct to the main BHSU social media pages.

**BHSU – Main Campus Signature**

|  |  |
| --- | --- |
|  | **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 – Rapid City Signature**

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

**BHSU – Main Campus Signature (Stamp)**

|  |  |
| --- | --- |
|  | **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 – Rapid City Signature (Stamp)**

|  |  |
| --- | --- |
|  | **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)  ­­­ |

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

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

**BHSU – Signature Abbreviated (Stamp)**

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