EICC Email Signature Template

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| **Your Name**  preferred/pronouns/here**Position or Title**Campus NameStreet Address, City563-555-5555 | [eicc.edu](https://eicc.edu/) [Eastern Iowa Community Colleges is an Equal Opportunity Educator and Employer.](https://eicc.edu/eeo) |

**Follow the instructions to use the template:**

**Step 1:** Hover over the signature andclick to select all the elements in the signature.

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

**Step 3:** Open an Outlook and select ‘Options’ under ‘File’




**Step 4:** In the ‘Mail’ tab, click on the ‘Signatures…’ button



**Step 5:** Click on the ‘New’ button under ‘Select signature to edit’ and name the new signature. Click ‘Ok’.



**Step 6:** In the ‘Edit signature’ box select **Paste (Ctrl + V)**. With the template signature pasted, update the placeholder information to yours.

You will need to hyperlink ‘[eicc.edu](https://eicc.edu/)’ and ‘[Eastern Iowa Community Colleges is an Equal Opportunity Educator and Employer.](https://eicc.edu/eeo)’\* To do this highlight the link and click on the link icon and update the ‘Address:’ field to the correct URL and click ‘Ok’.



Eastern Iowa Community Colleges is an Equal Opportunity Educator and Employer. Should be linked to <https://eicc.edu/eeo>