What is the standard University email signature that I should use in Gmail?

Tell Me

1. The standard email signature is to be used on all electronic communication sent using the University's systems.
2. The standard signature does not apply to mobile devices.
3. All University employees are to use the standard signature on all new emails, replies and forwards.
   1. Student workers and Organizations are not required to use the standard signature, but can modify the information in the standard signature if desired.
4. The standard University signature includes the employee’s name, title, department, office locations, department mailing address, phone and/or fax number, email address and web address and the legal disclaimer approved by the Office of Legal Affairs.

Example Email Signature

---------------------------------------------------------------------------
John L. Doe, PhD | Associate Professor of Content Area
UNC Charlotte | Dept./Office of XYZ or 123 Building Name
9201 University City Blvd. | Charlotte, NC 28223
Phone: 704-687-XXXX | Fax: 704-687-XXXX (or mobile, pager, etc.)
username@uncc.edu | http://www.uncc.edu
---------------------------------------------------------------------------

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply email or by telephone at 704-687-XXXX. Thank you.

Related FAQs

- Is there a limit (quota) on the number of Gmail messages I can send?
- Email Alias
- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?