**Steps to Update Your Signature**

1. Open a new email message.
2. On the Message tab, click Signature, and then click Signatures.
3. Under Email Signature, select signature to edit, select New, and type a name for the signature.
4. Copy and paste one of the template options and edit with your information and click ok.

**Additional Notes**

This email signature has been approved for all faculty & staff to use and should not include any additions. Additions not approved include, and are not limited to, logos other than Carleton University’s logo, taglines, backgrounds, etc.

**Exterior**

———

**Name** (pronoun), MA

Title

Department

Carleton University

1125 Colonel By Dr, Ottawa, ON K1S 5B6

**T** 555.555.5555 x555

**M** 555.555.5555 x555

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**Exterior Light**

———

**Name** (pronoun), MA

Title

Carleton University

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**Internal**

———

**Name** (pronoun), MA

Title

Department

**M** 555.555.5555 x555