**Basic Version**

|  |  |
| --- | --- |
|  | **First Last Title**  School or Department Name  1801 E 4th St • Okmulgee, OK • 74447 000.000.0000 • [osuit.edu](http://osuit.edu/) |
| [signature_242094187](https://www.facebook.com/OSUIT/)[signature_1978092788](https://twitter.com/OSUIT)[signature_1872939146](https://www.instagram.com/osuit/)**[signature_1434041260](https://www.linkedin.com/school/osuit)** |
| **Be True to You at OSUIT. Where Graduation Means You’re Hired.** | |
|  | |

**Fax Version**

|  |  |
| --- | --- |
| [Logo  Description automatically generated](http://osuit.edu/) | **First Last Title**  School or Department Name  1801 E 4th St • Okmulgee, OK • 74447 000.000.0000 (P) • 000.000.0000 (F) [osuit.edu](http://osuit.edu/) |
| [signature_242094187](https://www.facebook.com/OSUIT/)[signature_1978092788](https://twitter.com/OSUIT)[signature_1872939146](https://www.instagram.com/osuit/)**[signature_1434041260](https://www.linkedin.com/school/osuit)** |
| **Be True to You at OSUIT. Where Graduation Means You’re Hired.** | |

**Do not change any colors, fonts, links, photos, logos, images, etc.**

**Create your custom signature:**

1. Replace “FIRST LAST” above with your first and last name and any applicable credentials
2. Replace “Title” above with your title
3. Replace “000.000.0000” above with your extension phone number and/or fax number (as applicable)
4. **If** you have school or department specific social media pages, you may update the hyperlinks for the icons above. If you do not have a social media to replace one of the icons above, please leave as the institution accounts. Do not delete any icons above or add your personal pages.
   1. To replace the hyperlinks, **right click** on the graphic, click **hyperlink** or **edit hyperlink** and change the URL it links to.
5. Select the whole section above by highlighting and copying (CTRL+C)
6. Open Outlook

*Directions listed below for how to add your signature for each version of Outlook*

* [Directions for Outlook on Windows/PC](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)
* [Directions for Outlook on Mac](https://support.microsoft.com/en-us/office/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c)
* [Directions for Outlook Online/Office 365](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3)
* [General Office 365 Support](https://support.microsoft.com/en-us/microsoft-365)

*If you need assistance regarding the design or information within the signature template, please contact the Office of Marketing & Communications at* [*communications@okstate.edu*](mailto:communications@okstate.edu)*.*

*If you need technical assistance with Microsoft Outlook, please contact Technology Services at* <https://osuit.edu/technology/contact.php>