

Old Dominion University

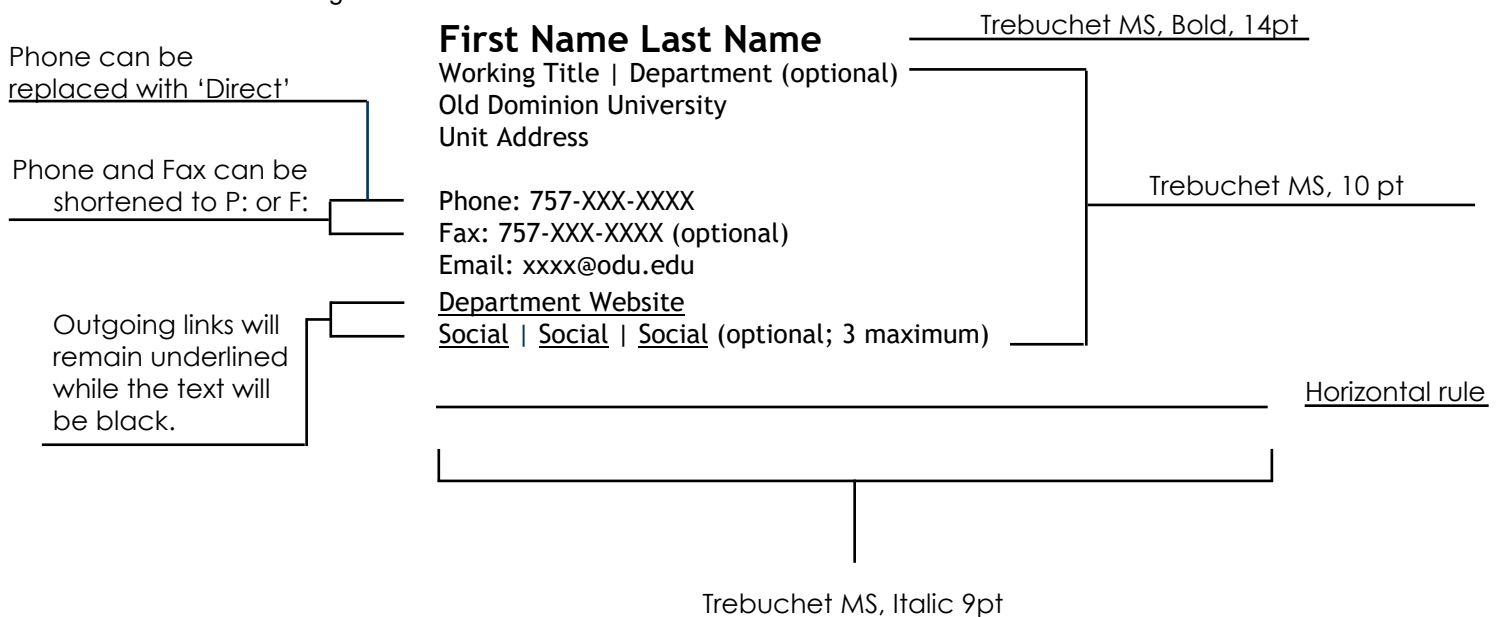
Email Signature Template

The State of Virginia requires that all employees with state email addresses and state phone numbers include contact information in their email signature, which shall include, at a minimum, an office phone number and/or state cell phone number.

This requirement seeks to improve accessibility to employees, including those who work remotely. Please view your email signature as an electronic business card. It upholds an identity standard, and email signatures should follow the same conventions.

Anatomy of your Email Signature

Font color is black throughout



Quotations, social media and images

Quotations or statements should not be included since your signature represents the University.

If social media links are included, use text links instead of images; images are commonly received as attachments in emails. In some cases, email clients do not display images.

Social media can also be introduced as:

Follow us on: [Social](#) | [Social](#) | [Social](#)

The most active social media accounts should be listed first.

If you decide to link to your Department or University social media sites, they should adhere to the [Social Media Guidelines](#) made by University Communication.

Do not link to your personal social media accounts.

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Email Signature Template

Shared Mailbox

Currently, it is not possible to set different signatures for different shared mailboxes. The signature that Outlook will use is your default email signature. If you have a shared mailbox, follow the example below.

Anatomy of your Shared Mailbox Email Signature

