**ARC Email Signature Template**

Customize the following signature with your own name, job title, department, phone, extension (if applicable), and pronouns (optional). Follow these instructions to use the template to update your signature in Outlook:

**Step 1:** Once you have customized the following signature, hover over the signature andclick to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C** on PC or **Cmd + C** on Mac**)**.

**Step 3:** Open Outlook and navigate to the Signatures editor.

* On a Mac, click **Outlook**, then **Preferences**, then **Signatures**. Create a new signature using the plus sign or edit an existing signature.
* On a PC, click **File**, then **Options**, then **Mail**, then **Signatures**. Create a new signature or edit an existing signature.

**Step 4:** **Paste (Ctrl + V** on PC or **Cmd + V** on Mac**)** the signature in the text field and click **Save**.

**Signature Template:**

|  |  |
| --- | --- |
| Logo  Description automatically generated | **Name Name (pronouns)**  Title  **Phone** (916) 484-xxxx  **Mobile** (916) 555-1212  **Web** [www.arc.losrios.edu](http://www.arc.losrios.edu)  **Email** [email@arc.losrios.edu](mailto:email@arc.losrios.edu)  4700 College Oak Drive, Sacramento CA 95841  [Title: Twitter - Description: image of Twitter icon](https://twitter.com/ARCNewsToday) |