**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

[carleton.ca](https://carleton.ca/)



The information in this message, including any attachments, is privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify Carleton University immediately by reply email at the contact listed above and permanently delete the original transmission from us, including any attachments, without making a copy. Carleton University is fully compliant with the Freedom of Information and Protection of Privacy Act and appreciates your cooperation in this matter.

**Exterior Light**

———

**Name** (pronoun), MA

Title

Carleton University

[carleton.ca](https://carleton.ca/)

A picture containing text, clipart

Description automatically generated

The information in this message, including any attachments, is privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify Carleton University immediately by reply email at the contact listed above and permanently delete the original transmission from us, including any attachments, without making a copy. Carleton University is fully compliant with the Freedom of Information and Protection of Privacy Act and appreciates your cooperation in this matter.

**Internal**

———

**Name** (pronoun), MA

Title

Department

**M** 555.555.5555 x555