**RTD Email Signature Instructions**

Following is the new RTD-approved signature block. Please follow the instructions   
to create your own signature block. This should replace your current signature for   
the balance of 2021 and moving forward.

**INSTRUCTIONS TO CHANGE YOUR EMAIL SIGNATURE**

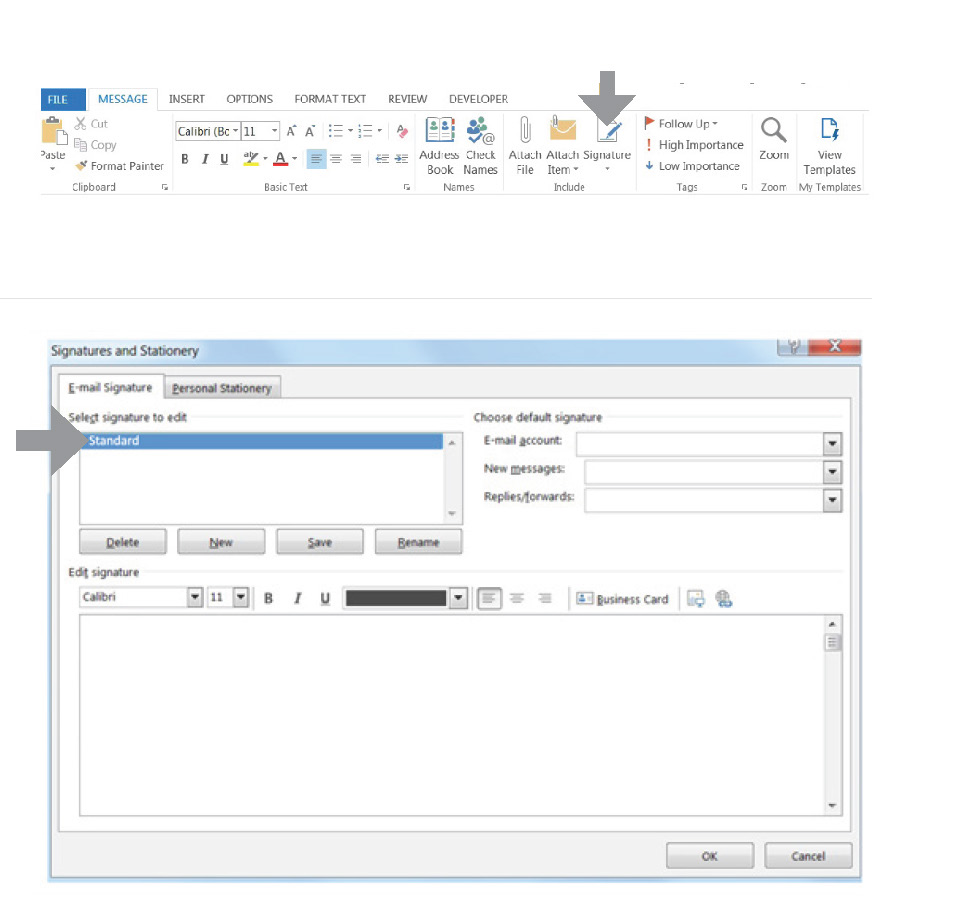
**Downloading the Signature file to copy / paste from**

1. Download the RTDEmailSignatures2021.eml file
2. Open the file by double clicking on it (Windows) or dragging it over your Outlook App (Mac)
3. Then you can copy the signature of your choosing and continue with the Changing Process Below:

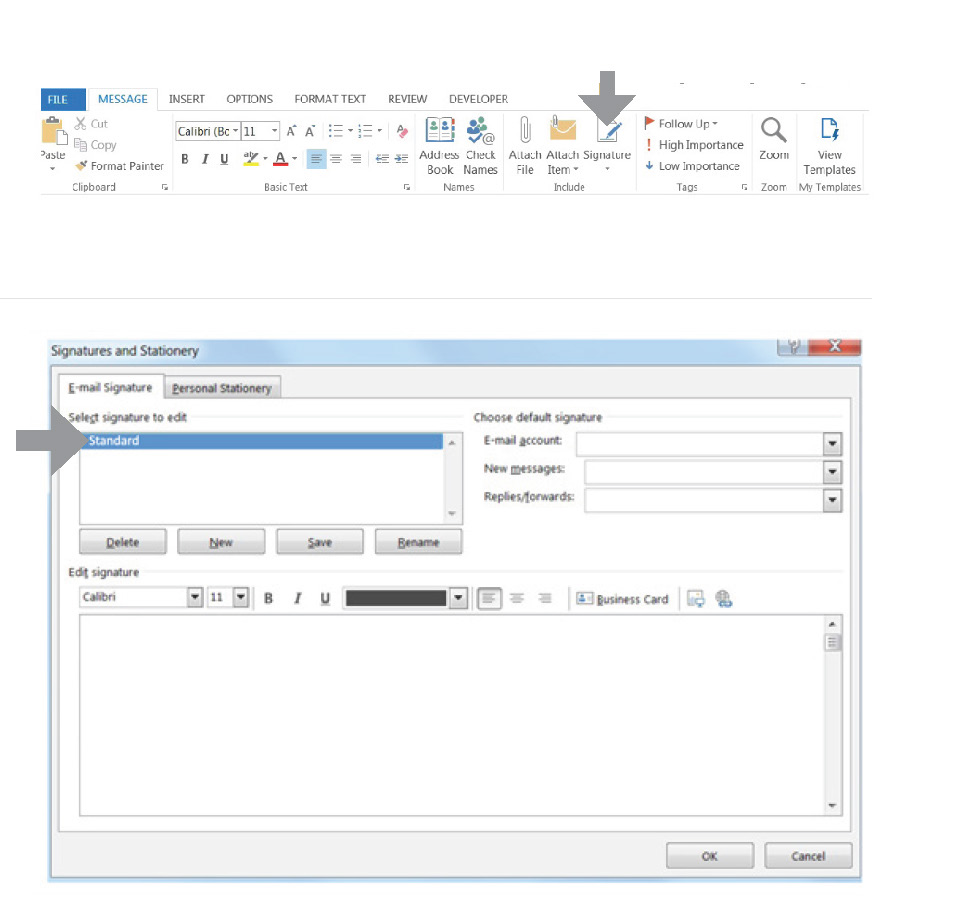
**Changing your email signature once it’s copied:**

**1.** Open Outlook

**2.** Compose a new email and click the “Signature” button and then the “Edit Signatures” dropdown menu item.



**3.** You will need to click “New” to create a new signature. In this example, we have created a new signature and labeled it “Standard.”

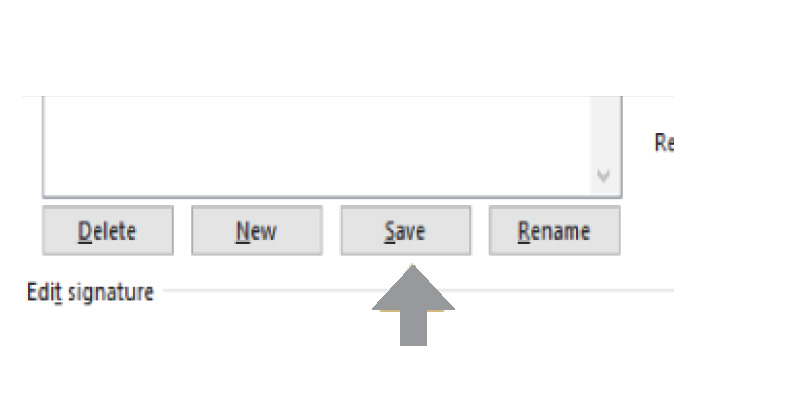


**4.** When the window opens, select the signature below, then copy (ctrl + c) the signature.

**5.** Go back to your email window, then paste (ctrl+ v) the signature you just copied into the standard signature box.

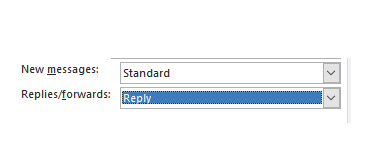
**6.** Now, customize the signature with your information such as email address, phone number, and address.

IMPORTANT: since this template holds formatting, you must be very specific about where your cursor is and what you highlight when editing text. **When you are finished with the customization, click “Save.”**

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**7.** Next, make sure to change your settings, so that it tells Microsoft Outlook what to display when you write a new message versus when you reply to/forward a message. (See the example below)

**Click “OK” once you have set these message settings.**

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**Important notes about this signature block template**

• **This official new RTD email signature block should not be modified in any way.**

• This email signature includes your ***personal pronouns which should be edited*** to reflect what you would like to be called. Example: she, her, hers; he, him, his; they, them theirs

• The email signature above contains a wide array of information. Please use your discretion in entering information most relevant to you (e.g., fax number, cell, etc.) and remember to update the address and mail code to your location.

• **Recommended font: Tahoma, 10 pt, color- Black**

• Note about phone number options: o = office, m = mobile number, f = fax.

• Do not change format, color, font, image or font size within any of the signature blocks.

• Do not use any backgrounds with these signatures.

• Do not include quotes or any other information within these signatures.

• Do not use any other elements (such as disclaimers, privacy statements, clip art, etc) with these signatures.

• Do not add anything (graphics, text, etc) above or below the signature block.

**Signature blocks on phones and mobile devices**

• As preferences and options vary widely on mobile devices, please opt for one of the following as a signature from one of these devices:

• The default (“sent from my iPhone” or “sent from my android device” etc.)

• A text-based solution (name, title, and address block/contact info as noted in your desktop signature)

• Your mobile device may have the capability to display the same signature as on your desktop. Please consult with your provider.

**Questions**

If you have questions about how to set up your signature block, please contact the Help Desk.