Email Signature Templates & Instructions

Below are email signature options for Campus Services employees. Simply cut, paste, and customize the information into your Outlook email using the instructions for [Windows](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2?ui=en-us&rs=en-us&ad=us) or [Mac](https://support.microsoft.com/en-us/office/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c?ui=en-us&rs=en-us&ad=us).

Please Note: Copying and pasting might result in unexpected irregularities. If so, here are the design specifications:

* **Font** – Arial
* **Font Size** – 10
* **Colors - Crimson** R=165, G=28, B=48 / **Black** R=30, G=30, B=30
* **Name, Title, “W” & “C” = Bold,** *Pronouns =**Regular Italics,* All Other Info = Regular

*Note: If you need additional, custom options please email cscommunications@harvard.edu.*

**Option #1 (basic)**

**Jane Jones** *(optional, pronouns, here)*

**Manager of Sustainability**

Department Name Here | Harvard Campus Services

**W:** 617-444-4444 | **C:** 617-444-4444

(Optional web address here. Change link color from blue to black if possible)

(please add any other info (i.e. office hours, email address, messages about not printing emails, other links, etc. here)

**Option #2 (w/street address)**

**Bill James** *(optional, pronouns, here)*

**Manager of Operations**

Department Name Here | Harvard Campus Services

28 Travis Street, Allston, MA 02139 (if needed, add 2nd line of address above or below this line)

**W:** 617-444-4444 | **C:** 617-444-4444

(Optional web address here. Change link color from blue to black if possible)

(please add any other info (i.e. office hours, email address, messages about not printing emails, other links, etc. here)

**Abbreviated Signature for Reply Emails**

Employees who choose to use a signature in their email replies can use either their full signature or the abbreviated version below.

**Jane Jones** *(optional, pronouns, here)*

**Manager of Sustainability**

Department Name Here | Harvard Campus Services

*Updated March 2023*