UNM Brand Guidelines

Email Signature Standards

The purpose of the email signature standards is to ensure that communications from UNM-Taos faculty and staff present a clear and professional identity. All faculty and staff should be using their official UNM email addresses when conducting campus business. Emails, whether sent from computer, smartphone, or other device (tablet, etc.), should contain an accurate and consistent UNM-Taos email signature.

Please review the document: **UNM-Taos Email Signature Standards_Brand Guidelines** at http://taos.unm.edu/home/bcam/ for further detail, including Email Signature Requirements, Formatting Examples.

Please see below for step by step instructions for setting up an iOS email signature on iPhone and iPad devices. Also provided is a link to a YouTube tutorial.

iOS ANDROID SIGNATURE PROCESS

To create a signature automatically appended to all emails you send from iPhone Mail and iPad Mail:

1. Tap Settings on the iPhone Home screen.
2. Go to Mail (or Mail, Contacts, Calendars).
3. Tap Signature under Mail.
4. If you have more than one email account set up in iOS Mail:
   - To set up one signature for all your email accounts:
     1. Make sure All Accounts is selected.
     2. Enter your desired signature.
   - To have iOS Mail use signatures specific to accounts:
     1. Make sure Per Account is selected.
     2. Edit the signature for each desired account as you please.
5. If you have but one email account configured for iOS Mail:
6. Enter the signature in the text field.
   - Per account or across addresses, iOS Mail does not include the standard signature delimiter automatically. You can add it when composing your signature: two dashes followed by a whitespace character on a line of their own—before your signature's text.
   - Highlight and long-tap any text and select BIU to apply text formatting (such as boldface).
   - Note that you can copy and paste your signature, say from an existing—sent—email, or from a tool such as WiseStamp. iOS Mail will only paste the plain text information, though. Any formatting or images will be removed from the pasted text. You can re-add basic text formatting using the step above.
   - Try to limit your signature to some five to maybe seven lines of text in total.

- You need not normally include your email address or, typically, your street address in the signature. Links to social profiles or status updates—such as Twitter, Facebook or LinkedIn—can be useful, as can be a recent article or post about you or your company.

7. Tap Mail….
8. Press the Home button.

YOUTUBE VIDEO TUTORIAL FOR IOS/APPLE DEVICES
https://youtu.be/CNXCw1xJmi4