CIU
Columbia International University

Email Signature

CIU Brand Guidelines 2025

CREATE A SIGNATURE USING WEBMAIL

1. Sign in to your email account at https://outlook.office.com/mail/

2. In the upper right corner, click the **gear icon.** ⚙

3. Under Settings, click **Account** > **Signatures**.

4. Click **+ New signature** to begin a new template. Give your template a name in the "Edit signature name" box.

5. Open the CIU Email Signature Template 2025 Word document provided by University Communications' CIU Brand Guidelines. **Copy** the entire email signature template design from "FIRSTNAME LASTNAME" to the Confidentiality Notice at the bottom.

6. Go back to your Outlook email account in your web browser and **Paste** the email signature template in the editor box.

7. Go through the template and customize each section to your personal information. *Do not tamper with the CIU logo or social media icons. The hyperlinks should transfer over on its own through copy/paste.*

8. Click **Save** on the bottom right.

9. Underneath "Select default signatures", for each drop down window select your saved email signature template name to activate the new template for "New Messages" and "Replies/Forwards".

10. Click **Save** on the bottom right.

11. Click the **X** on the top right of the window to exit out of the settings menu.

12. Begin a new email draft to test if your email signature works.

For assistance or questions,
contact University Communications or IT Support Center.