1. Fill out your position info in the email signature template below.
	1. Follow the provided fonts, font sizes, and styles. Do not manipulate the template.
	2. Keep the “Columbia International University” line.
	3. Second phone number is optional. Delete that line if you only want to include one phone number.
2. Copy the whole signature (including logo, social media icons and confidentiality notice).
3. Open outlook and click on New Email.
4. In the new email navigation bar click on Insert.
5. Click on Signatures.
6. Click on Signatures again.
7. Delete your existing signature template and paste in the new signature template.

**Firstname Lastname**

*Position Title Here*

Department or School Name Here

Columbia International University

(xxx) xxx-xxxx (Office)

(xxx) xxx-xxxx (Cell)





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