

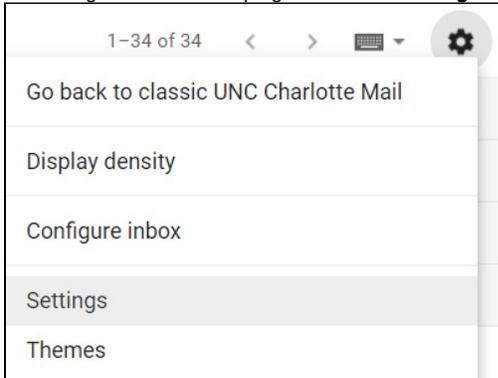
How do I setup my University signature in Gmail?

Tell Me

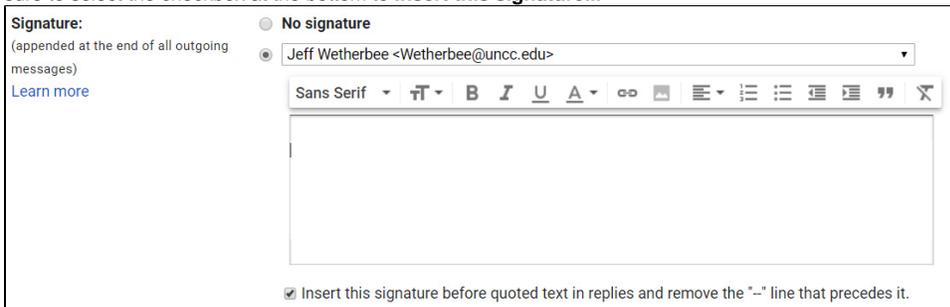
 For additional information see [Email Communication guidelines](#) on brand.charlotte.edu.

 Images embedded in email signatures may cause problems with email aliases or not align correctly. OneIT is able to provide limited troubleshooting.

1. Log into your [University Gmail](#) account
2. Click the gear icon in the top right and select **Settings**



3. Under the **General** tab, scroll near the bottom to the **Signature** section
4. Select your email address from the drop-down and enter a signature that complies with the university standard in the box (see below note); be sure to select the checkbox at the bottom to **Insert this signature...**



5. Once editing is complete, click **Save Changes** at the very bottom

University Email Signature Standard

1. The standard email signature is to be used on all electronic communication sent using the University's systems.
2. The standard signature does not apply to mobile devices.
3. All University employees are to use the standard signature on all new emails, replies and forwards.
 - a. Student workers and Organizations are not required to use the standard signature, but can modify the information in the standard signature if desired.
4. The standard University signature includes the employee's name, title, department, office locations, department mailing address, phone and/or fax number, email address and web address and the legal disclaimer approved by the Office of Legal Affairs.

Example Email Signature

John L. Doe, PhD | Associate Professor of Content Area
UNC Charlotte | Dept./Office of ABC or 123 Building Name
9201 University City Blvd. | Charlotte, NC 28223
Phone: 704-687-XXXX | Fax: 704-687-YYYY (or mobile, pager, etc.)
username@uncc.edu | <http://www.charlotte.edu>

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply email or by telephone at 704-687-XXXX. Thank you.

Related FAQs

- [How do I setup my University signature in Gmail?](#)
- [How do I grant someone delegate access to a generic account in Gmail?](#)
- [Can I get my voicemails forwarded to my email?](#)
- [How can I get removed from the ResearchStudyAnnouncement-group emails?](#)
- [How does a supervisor request temporary access to an employee's Gmail account?](#)