

SOU Email Signatures

Standardizing email signatures is a small but important component of SOU brand consistency. Your standard email signature should appear as shown below. Feel free to copy/paste and edit the following into your Gmail settings.

First Name Last Name

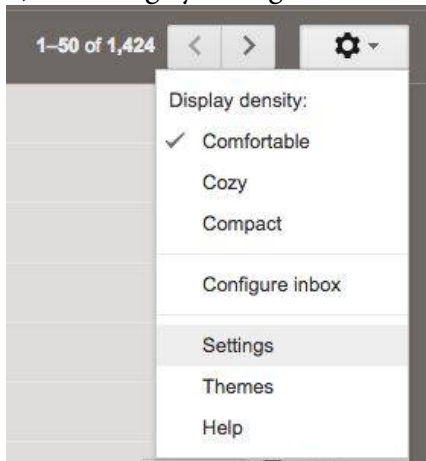
Job Title

Southern Oregon University | 1250 Siskiyou Blvd | Ashland OR 97520
541-552-xxxx

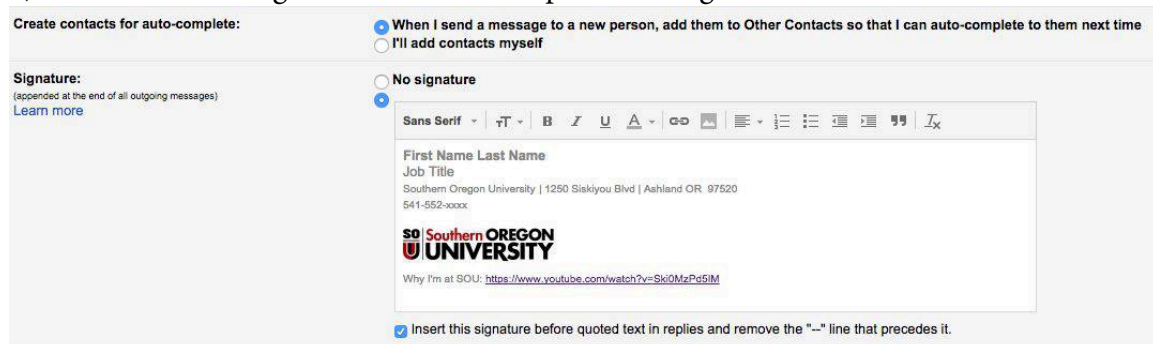


Why I'm at SOU: <https://www.youtube.com/watch?v=Ski0MzPd5IM>

1) To change your signature in Gmail, click settings (upper right corner.)



2) Scroll down to “Signature” section and paste new signature in box.



3) Save changes by scrolling to bottom of page and clicking “Save Changes” button.

Save Changes Cancel