WCSU Branded Email Signature

Create a signature for your email

1. Update the information below with your personal information
2. Highlight the logo/signature and copy.
3. Go to your email and into signatures
4. Add new signature
5. Paste your new signature and save (If you copy and paste directly into email the signature might appear all in bold. You can unbold the text and only make bold the name, phone and email areas as seen below.

If you have any trouble creating a signature you can watch video showing you how to [here](https://www.youtube.com/watch?v=vGTwQBCt3Us)

First and Last name
Job Title
Western Connecticut State University
181 White Street, Danbury, CT 06810
Phone: 203-837-####
Email: @wcsu.edu

