**Signing e-mails**

The signing of e-mails happens according to a certain set build-up. There is a long and a short version of the signature; you can choose which one to use yourself. Below this file, you’ll find both versions. You’ll find an example of a faculty version on the second page. Use the HTML-file to set up your signature correctly.

**Setting up the e-mail signature in Outlook**

* Open 1 of the 2 HTML-files in your browser (Chrome, Edge, Internet Explorer etc.)
* Select everything you see in your browser window (Ctrl+a or command+a)
* Copy this to your clipboard (Ctrl+c or command+c)
* Go to Outlook and press > new e-mail
* Choose in the Message tab for >signature and then >signatures.
* Then go to ‘’edit signature’’ and make a new signature here.
* Paste the bit of HTML into this field (using Ctrl+v or command+v)
* Fill in your own details in the right places.
* Click save and your e-mail signature is ready to use.
* Check: if you click >New Email, your signature will appear there.

**Example of Title & grade**
You could mention your title/grade, like: ‘Dr. Jantine Verschoor LLM’. This is, however, not obligatory.

E-mail signature long version:

**Alexandra van Doorn (optional:,she/her) or (he/his) or (they/their)**
Beeld & Huisstijl Coördinator
**Marketing & Communications**

**T**     +31 10 408 12 39
**M** +31 6 12 34 56 78 (optional, if not used, remove this line)
**W**[www.eur.nl](http://www.eur.nl)

**Visiting address** Erasmus Building / Room AT-63 /
Burgemeester Oudlaan 50 / 3062 PA Rotterdam
**Postal address**  P.O.Box 1738/ 3000 DR Rotterdam /
The Netherlands

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E-mail signature short version:

**Alexandra van Doorn (optional:,she/her) or (he/his) or (they/their)**
Beeld & Huisstijl Coördinator
**Marketing & Communications**

**T**     +31 10 408 12 39
**M** +31 6 12 34 56 78 (optional, if not used, remove this line)
**W**[www.eur.nl/](http://www.eur.nl/)

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**Faculty version**

Every faculty has its signature in the faculty colours. Look for the HTML-file of your own faculty and follow the abovementioned steps to set up your signature correctly.

**Given name and Surname (optional:,she/her) or (he/his) or (they/their)**
Functional (job) title
**Erasmus School of Economics**

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