**Firstname Lastname**

Job Title

Office/Department Name

Skaggs School of Pharmacy and Pharmaceutical Sciences

University of Colorado Anschutz Medical Campus

12850 E Montview Blvd, Aurora, CO 80045 **|** Mail Stop C238

**E:**[example@cuanschutz.edu](mailto:example@cuanschutz.edu) **| P:**555.555.5555

[Pharmacy.cuanschutz.edu](http://pharmacy.cuanschutz.edu/)

Text

Description automatically generated

[](https://www.facebook.com/CUPharmacy)  [](https://www.instagram.com/cupharmacy/)  [](https://www.linkedin.com/school/cupharmacy/)  [](https://twitter.com/CUPharmacy)

**NOTE:** Feel free to update the above information to fit your needs, such as adding an office number, etc.

**How to update your email signature.**

* Graphical user interface, application

  Description automatically generatedGo to your Outlook Email.
* At the top left, click on “File”.

Graphical user interface, application

Description automatically generated

* At bottom left, click on “Options”.

Graphical user interface, text, application

Description automatically generated

* At top left, click on “Mail”.

Graphical user interface, text, application

Description automatically generated

* At middle right, click on “Signatures”.

Graphical user interface, text, application, email

Description automatically generated

* You’ll see something that looks like this.
* Here you can either:
* Highlight and delete all your content
  + Or just delete the logo at the bottom

to avoid having to re-enter your

Graphical user interface, text, application, email

Description automatically generatedinformation

* You should end up with a blank box
* Graphical user interface, text, application, email

  Description automatically generatedNow, copy the new signature content and paste

Into the space.

* Select OK, close the window,

and you are all set!

If you have any problems, please reach out to [sop.communications@cuanschutz.edu](mailto:sop.communications@cuanschutz.edu) and we will help you!

SSPPS Office of Marketing and Communications