**The Open University email signatures**

It’s important that all email signatures are consistent right across the OU. So we have two options for you.

Please pick your preferred template, edit it, and then paste it into your email signature following the tips below. To keep things accessible, please use the Arial font.

**Short version**

This is the minimum amount of information needed for OU email signatures:

Logo

Description automatically generated

**Suzanne Newcombe, Senior Lecturer in Religious Studies  
Honorary Director of**[**Inform**](http://www.inform.ac)**, based at King's College London**

**e:**   [suzanne.newcombe@open.ac.uk](mailto:suzanne.newcombe@open.ac.uk)   
**w:**   <https://www.open.ac.uk/people/shn44>   
**a:**   The Open University, Walton Hall, Milton Keynes, MK7 6AA

Follow the OU Religious Studies Department on Social Media:

[Icon

Description automatically generated](https://www.facebook.com/OUReligiousStudies) [Icon

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Description automatically generated](https://twitter.com/religion_ou)

**Long version**

This is all the information you can add to your OU email signatures. Please delete as appropriate.

**What’s new?** You’ll see that we’ve added optional pronouns to our signatures. To learn more about why using pronouns can support trans and non-binary colleagues, take a look at this [sharepoint.com article.](https://openuniv.sharepoint.com/sites/oulife/Pages/How%20stating%20our%20pronouns%20can%20help%20trans%20and%20non-binary%20colleagues.aspx) If you don’t wish to include your pronouns, make sure your job title sits next to your name, separated by a comma.

**Need extra logos?** Make sure any extra logos sit at the bottom of the signature, below the OU logo. Stick to the sizing guide in the example so that any partner logos, awards or badges aren’t bigger than the OU logo.

Logo

Description automatically generated

**Suzanne Newcombe, Senior Lecturer in Religious Studies**

**t:**   +44 (0)1908 XXXXXX **e:**   joe.griffin@open.ac.uk  
**w:**   open.ac.uk  
**a:**   The Open University, Level 3 North, Berrill Building, Walton Hall, Milton Keynes, MK7 6AA  
**hrs:**  Monday–Friday, 09.00–17.00

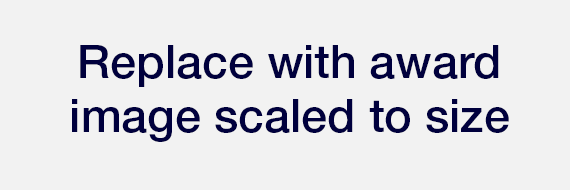
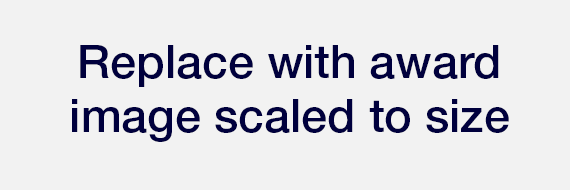
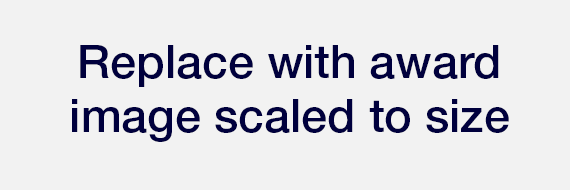
[Icon

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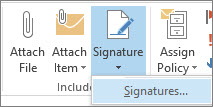
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Description automatically generated](https://twitter.com/OpenUniversity)

**How to set up your signature in Outlook (PC)**

1. First, create your signature in a Word document following the above guides.
2. Open Outlook and create a **new email** message.
3. On the **Message** tab click **Signature > Signatures...**  
     
   
4. Under **Select signature to edit**, choose **New**. Then, in the **New Signature** dialog box, type a name for the signature so you recognise it.
5. Under **Choose default signature**, pick the following options:
6. In the **E-mail account** list, choose the OU email address you’d like your signature to be on. (If you have more than one email account, you can have a different signature for each one.)
7. In the **New messages** list, choose the signature that you want to be added automatically to all new email messages.
8. In the **Replies/forwards** list, choose the signature that you want to be added automatically when you reply to or forward messages.
9. Under **Edit signature**, copy and paste your OU signature from the Word document into the space and then choose OK. Make sure this is in the Arial font.
10. Do a quick test email to make sure it’s displaying correctly. If not, follow the steps again until it’s looking perfect.

Graphical user interface, application

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**How to set up your signature in Outlook Desktop (for Mac)**

1. First, create your signature in a Word document following the above guides.
2. Open Outlook and navigate to **Preferences > Signatures**  
   Graphical user interface, application

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3. Press the **‘+’ icon** on the left side to create a new template.
4. Paste in the content of the signature from Microsoft Word into the new signature template and then press the red ‘x’ button in the top left corner and then press ‘**save’**.
5. This new signature will then appear in your signature list where it can be renamed if you wish.
6. Before closing, please set the new default signature at the bottom for **New messages** and **Replies/Forwards**.
7. To finish, simply press the red ‘x’ button in the top left corner.