

MAKE IT MORE CONCISE:

You may use the “|” vertical line to combine related elements to make your signature appear more concise. Elements like two unit names, a unit name and the full university name or street address, City, State, Zip etc. can be combined using this method. For more details see the example below.

JOHN SMITH

Associate Chancellor for Public Affairs

Public Affairs | University of Illinois at Urbana-Champaign
507 E Green Street, Suite 313 | MC-000 | Champaign, IL 61820
217.000.0000 | fax: 217.000.0000 | email@illinois.edu
pulicaffairs.illinois.edu

I ILLINOIS

Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.

ADD YOUR PRONOUN PREFERENCES:

If you would like to add your personal pronoun preferences to your signature you may do so by including them in parenthesis next to your name and separated by commas. For more details please see the example below.

JOHN SMITH (they, them, theirs)

Project Manager

College of Applied Health Sciences
University of Illinois at Urbana-Champaign
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MULTIPLE ROLES WITH ONE LOCATION:

In this circumstance, the generator will create the email signature below. Each role will be grouped with the title, unit, and web address and separated by a vertical space.

JOHN SMITH

Director of Marketing & Communications
Office of the Vice Chancellor for Student Affairs
studentaffairs.illinois.edu

Grievance Officer
Council of Academic Professionals
cap.illinois.edu

University of Illinois at Urbana-Champaign
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ROLES WITH MULTIPLE LOCATIONS:

If you have multiple roles with separate locations, you will need to create two separate email signatures. You can store both of these signatures within your email client and select the appropriate signature for the circumstance.

JOHN SMITH

Professor

College of Engineering
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