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

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 you 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
George Huff Hall, 1206 S 4th St. | MC-000
Champaign, IL 61820
217.000.0000 | email@illinois.edu
ahs.illinois.edu

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.
CUSTOMIZING YOUR EMAIL SIGNATURE

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](http://studentaffairs.illinois.edu)

*Grievance Officer*
Council of Academic Professionals
[cap.illinois.edu](http://cap.illinois.edu)

University of Illinois at Urbana-Champaign
121 Swanlund Administration Bldg.
601 E. John | MC-000 | Champaign, IL 61820-5711
217.000.0000 | [email@illinois.edu](mailto:email@illinois.edu)

**ILLINOIS**

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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
University of Illinois at Urbana-Champaign
1304 W Green St. | MC-000
Urbana, IL 61801
217.000.0000 | [email@illinois.edu](mailto:email@illinois.edu)
[matse.illinois.edu](http://matse.illinois.edu)

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JOHN SMITH

*Professor*
College of Engineering
University of Illinois at Urbana-Champaign
1304 W Green St. | MC-000
Urbana, IL 61801
217.000.0000 | [email@illinois.edu](mailto:email@illinois.edu)
[matse.illinois.edu](http://matse.illinois.edu)

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