UNM Brand Guidelines

Email Signature Standards

The purpose of the email signature standards is to ensure that communications from UNM-Taos faculty and staff present a clear and professional identity. All faculty and staff should be using their official UNM email addresses when conducting campus business. Emails, whether sent from computer, smartphone, or other device (tablet, etc.), should contain an accurate and consistent UNM-Taos email signature.

Please review the document: **UNM-Taos Email Signature Standards_Brand Guidelines** at http://taos.unm.edu/home/bcam/ for further detail, including Email Signature Requirements, Formatting Examples.

Please see below for step by step instructions for setting up an email signature on ANDROID devices. Also provided is a link to a YouTube tutorial.

ANDROID SIGNATURE PROCESS

1) Touch the Action Overflow icon on the Email app's inbox screen.
2) If the Action Overflow icon isn't available, touch the Menu icon.
3) Choose the Settings or Email Settings command.
   a) You may have to first choose the More command to find the Settings command. Or you may be lucky and find the Signature command.
4) If prompted, choose an e-mail account from the list.
   a) You create a separate signature for each e-mail account, so when you have multiple accounts, you'll need to repeat these steps for each one.
5) Choose Signature.
6) Type or dictate a signature, or edit the existing signature.
   a) The preset signature was probably set by your cellular provider, something like "Sent from my Verizon Wireless phone because Verizon has the fastest network available in the most places and you should switch to Verizon right now no matter which phone you have or, if you already have a Verizon phone, buy a second one on the Family plan."
   b) Feel free to edit the preset signature at your whim.
7) Touch the OK, Save, or Done button.

YOUTUBE VIDEO TUTORIAL FOR ANDROID DEVICES
https://youtu.be/pPDMz16tXcI