# University of Florida Online Graduate Program in Veterinary Forensic Sciences

## Email Signature Template

To help you communicate with your instructors and other students, we have an email signature template to help. You can use this in your GatorLink(i.e. ufl.edu) email.

Copy and paste the template below into your Outlook or other email program and personalize it with your info. Please use the contact information that you submitted for the UF directory. This will help advisors and faculty find your information. Here are some helpful links for setting up signatures.

[Outlook](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)

[Gmail](https://support.google.com/mail/answer/8395?co=GENIE.Platform%3DDesktop&hl=en#:~:text=Open%20Gmail.,or%20changing%20the%20text%20style.)

Also, if your email client allows, making a Reply or Mobile version of the signature is a good practice. This would include your name and title with a “sent from phone” notation for Mobile.

**Note:** Graphics in emails are difficult to support in a consistent and meaningful way given a variety of platform and computer operating system challenges. Embedded in this template is an appropriately sized Veterinary Forensic Sciences logo for use with your email signature, should you choose to use it.

There are two spaces before each line and soft returns at the end of each. Omitting these elements can disrupt consistency for plain text email programs.

Place your cursor after the following colon and then highlight and copy the signature down to the bottom stop.

There is an example below the template for reference.

**Start Copy:**
  **Name** Current Program (Master of Science, Graduate Certificate, or Non-Degree)

 (XXX)XXX-XXXX
 first.last@ufl.edu
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 Veterinary Forensic Sciences

 Maples Center for Forensic Medicine
 College of Veterinary Medicine
 UNIVERSITY OF FLORIDA

 [vetforensics.med.ufl.edu](https://vetforensics.med.ufl.edu/)

 

**: Stop Copy**

# Example

 **Albert A. Gator** Graduate Certificate

 (352)378-0000
 aagator@ufl.edu
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