DIVISION BRANDING
EMAIL SIGNATURES AND POWERPOINT TEMPLATE

As a step in establishing the Office of Budget & Finance “brand”, we standardize all signature blocks for email correspondence and all PowerPoint templates. You may also notice that all division websites are being converted to a new, standardized template. It is important to demonstrate a sense of solidarity in our communications, both internal and external.

It is not mandatory to have a signature block on your email. However, if you use a signature block, please use the following format:

EMPLOYEE NAME
Job Title
972-883-XXXX | e-mail@utdallas.edu
Office of Budget and Finance
The University of Texas at Dallas

Have a Question? askYODA

HOW TO

1. Open a new email in Outlook
2. Click on “Signatures” on the toolbar
3. Click on “Signatures…” on the drop-down menu
4. Copy and paste the signature template above, including the image
5. Change the text to your name, title, phone extension, and email address
6. Make sure your hyperlinks are correct by selecting the text/image and clicking the hyperlink icon:
   a. Your email address should start with mailto: followed by your email address
   b. Your department should link to your corresponding departmental website:
      i. http://www.utdallas.edu/finance/
      ii. http://www.utdallas.edu/afr/
      iii. http://www.utdallas.edu/budget/
   c. The University of Texas at Dallas should link to http://www.utdallas.edu/
   d. The image should link to http://utdallas.parature.com (askYODA)
7. Click "OK" to save