**Carrington Email Signature Templates**

*For more details on how to edit your signature see page two below.*

*If you need assistance making your email signature please contact us at* *marketing\_updates@embered.com**!*

**Simplified Email Signature:**

*This signature is great for internal emails where you do not need a logo displayed each time.*

**First Last Name**

*Business Title | Carrington College Phoenix Campus*

(555) 283-4932

**Extended Email Signature:**

|  |  |
| --- | --- |
| A logo with blue and yellow colors  Description automatically generated |  |
| **First Last***Business Title | Carrington College Phoenix Campus*   |
| **C:** (555) 999-4978**O:** (555) 283-4932**F:** (555) 283-4932**E:** first.last@carrington.edu  |
| Address 1, Address 2City, ST XXXX  |
| [**CARRINGTON.EDU**](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mti-connect.com%2F&data=05%7C01%7CKandice.Roth%40embered.com%7C753588e431d3409cf4c908dba98c1bb8%7C3eb71b57cc1548468f7d9f4b5370070a%7C0%7C0%7C638290191481353396%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jg6BmYMJDxcZE5xfiNJ8gPLhU%2Bsm%2FmifXME4GIJdi%2BM%3D&reserved=0) |

**Social Media Email Signature:**

|  |  |
| --- | --- |
| A logo with blue and yellow colors  Description automatically generated |  |
| **First Last***Business Title | Carrington College*  |
| [**CARRINGTON.EDU**](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mti-connect.com%2F&data=05%7C01%7CKandice.Roth%40embered.com%7C753588e431d3409cf4c908dba98c1bb8%7C3eb71b57cc1548468f7d9f4b5370070a%7C0%7C0%7C638290191481353396%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jg6BmYMJDxcZE5xfiNJ8gPLhU%2Bsm%2FmifXME4GIJdi%2BM%3D&reserved=0)A screenshot of a phone  Description automatically generated A screenshot of a phone  Description automatically generated A screenshot of a phone  Description automatically generated A screenshot of a phone  Description automatically generated |

**­­­**

**Email Signature with Unsubscribe email option:**

*Note: you must edit the unsubscribe hyperlink. Right click link and choose Edit Hyperlink option.
Then enter your email after mailto:*

|  |  |  |
| --- | --- | --- |
| A logo with blue and yellow colors  Description automatically generated |  |  |
| **First Last***Business Title | Carrington College* **C:** (555) 999-4978**O:** (555) 283-4932**E:** first.last@carrington.edu |
| [**CARRINGTON.EDU**](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mti-connect.com%2F&data=05%7C01%7CKandice.Roth%40embered.com%7C753588e431d3409cf4c908dba98c1bb8%7C3eb71b57cc1548468f7d9f4b5370070a%7C0%7C0%7C638290191481353396%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jg6BmYMJDxcZE5xfiNJ8gPLhU%2Bsm%2FmifXME4GIJdi%2BM%3D&reserved=0) |
| *If you no longer wish to receive these emails, click here to* *unsubscribe**.*  |

**­­Email Signature Standards:**

* Use only approved fonts
* Stick to the company's official colors
* No excessive creativity in email signatures, use only branded or HR-approved graphics
* Avoid adding personal quotes or anecdotes.

By following these branding rules, we'll ensure a uniform and professional look for all email signatures within the team.

**How to Update Your Email Signature:**

***Outlook Desktop App***

1. Select/highlight the entire signature block, including the Carrington logo above
2. Right Click>Copy
3. Within Outlook, go to File>Options; on the left column select Mail; on the right side click the Signatures button
4. Select/highlight your old signature
5. Right Click>Paste
6. Update the name, title, extension, address, phone, mobile (optional), fax (optional) and email; hit Okay.

***Webmail App***

1. Select/highlight the entire signature block, including the Carrington logo above
2. Within Outlook 365, go to Settings (the gear wheel in the upper right corner)>Options;
on the left column select Layout>Email Signature
	1. Alternatively, use the Search bar to search for Email Signature
3. Select/highlight your old signature
4. Edit>Paste
5. Update the name, title, extension, address, phone, mobile (optional), fax (optional) and email
6. Check “Automatically include my signatures on new messages I compose” and “Automatically include
my signature on messages I forward or reply to.”
7. Hit Save