# University of Florida Online Graduate Program in Forensic Medicine

## 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 email.

Copy and paste the template below into your Outlook or other email program and personalize it with your info. 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. 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 Online Shelter Medicine 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.

Start Copy:

  **Name** *UFID: XXXX-XXXX*

 (XXX)XXX-XXXX
 first.last@ufl.edu
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 Maples Center for Forensic Medicine
 College of Medicine
 UNIVERSITY OF FLORIDA

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

 

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