

NLU Email Signature Template 2024

A consistent email signature helps us in several ways:

- Strengthens our professional brand identity
- Provides quick access to your contact information
- Clarifies roles and responsibilities within teams
- Makes it easier for new colleagues to connect and collaborate
- Builds trust with external partners and clients

Setting up your signature takes just a few minutes and makes a lasting impression. If you haven't already done so, please take a moment to configure your email signature using the NLU template.

[How to Create and Add an email signature in Outlook](#)

Need help? Don't hesitate to reach out to our IT support team (helpdesk@nl.edu) for assistance.

Thank you for helping maintain our professional communication standards!

WITHOUT ADDITIONAL LINKS

Template:

Your Name

Your Pronouns

Your Title

###-###-#### | youremail@nl.edu

NATIONAL LOUIS UNIVERSITY | Your College or Department | Your NLU Campus Office
Address | nl.edu

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Sample:

Maggie McNamara

She/Her/Hers

Director of Marketing, Brand Management

312-261-3479 | mmcnamara8@nl.edu

NATIONAL LOUIS UNIVERSITY | Marketing Department | 122 S. Michigan Ave., Chicago, IL
60603 | nl.edu

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WITH ADDITIONAL LINKS AND BUTTONS

Option 1:

Your Name

Your Pronouns

Your Title

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APPLY NOW

REFER A FRIEND

Note: You need to hyperlink this button

SCHEDULE AN APPOINTMENT

Note: You need to hyperlink this button

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Option 2:

Your Name

Your Pronouns

Your Title

###-###-#### | youremail@nl.edu

[Schedule a Meeting](#) (hyperlink)

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