**To create you signature copy and paste the chosen template into the signature field in Outlook.**

**YOUR NAME** (arial, all caps, bold, font size 10pt, color black)  
Job title (arial, font size 10pt, color black)  
Your department (arial, font size 10pt, color black)

Office Building 000 (arial, font size 10pt, color black)  
(000) 000-0000  (arial, font size 10pt, color black)  
cune.edu (arial, font size 10pt, color black)

Shape

Description automatically generated with medium confidence

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cune.edu (arial, font size 10pt, color black)

A picture containing text, sign

Description automatically generated

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(000) 000-0000  (arial, font size 10pt, color black)  
cune.edu (arial, font size 10pt, color black)

**Concordia University, Nebraska**

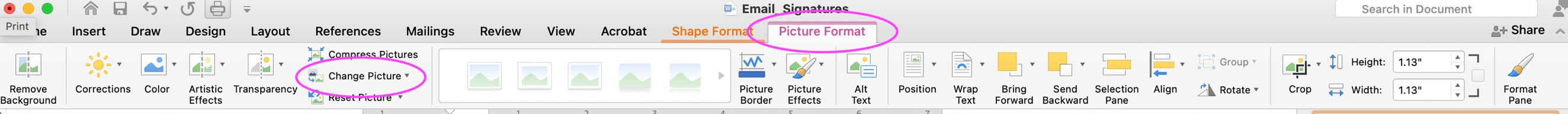
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Office Building 000 (arial, font size 10pt, color black)  
(000) 000-0000  (arial, font size 10pt, color black)  
cune.edu (arial, font size 10pt, color black)

**Concordia University, Nebraska Athletics**

To insert the photo follow the instructions below:

1. Click Photo
2. Picture Format > Change Picture



1. Choose your headshot file from the folder you saved it in.
2. Hover over the signature andclickCursor that appears when you hover over a table. to select all the elements in the signature.
3. Copy and Paste over to Email Signature

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| --- | --- |
| Lorenzo Corbitt | **YOUR NAME**(arial, all caps, bold, font size 10pt, color black)  Job title (arial, all caps, bold, font size 10pt, color black) Your department (arial, font size 10pt, color black)  Office Building 000 (arial, font size 10pt, color black) (000) 000-0000  (arial, font size 10pt, color black) cune.edu (arial, font size 10pt, color black)    ***Greetings from Concordia University, Nebraska where we live redeemed and restored by Christ, who is the light of the world enabling us to be salt and light in the world. (Matt. 5:13-16)***  Shape  Description automatically generated with medium confidence |

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| --- | --- |
| Lorenzo Corbitt | **YOUR NAME**(arial, all caps, bold, font size 10pt, color black)  Job title (arial, all caps, bold, font size 10pt, color black) Your department (arial, font size 10pt, color black)  Office Building 000 (arial, font size 10pt, color black) (000) 000-0000  (arial, font size 10pt, color black) cune.edu (arial, font size 10pt, color black)    ***Greetings from Concordia University, Nebraska where we live redeemed and restored by Christ, who is the light of the world enabling us to be salt and light in the world. (Matt. 5:13-16)***  A picture containing text, sign  Description automatically generated |