### Email Signature Instructions

### Copy and paste any of the following signatures below (pages 2-3) into your Outlook or desktop email application.

**In Citrix Outlook:**

1. Open a new message.
2. On the **Message** tab, in **Include** section, click **Signature**, and then click **Signatures**.
3. On the **E-mail Signature** tab, click **New**.
4. Type a name for the signature, click OK.
5. In the **Edit signature** box, paste (control+v) the signature you copied below.
6. Update the signature with your name, title and contact information.
7. On the upper right side Choose default signature change **New Messages** and **Replies/forwards** (personal preference) with the name of new signature.

**OPTIONS:**

1. Pronouns: If you would like to share your pronouns, you may add them in parentheses next to your name: Josephine Bruin *(pronouns: she/her)*
2. Acknowledgment: The following optional language may be added to the bottom of your email signature:

*The UCLA College of Letters & Science acknowledges the Gabrielino/Tongva peoples as the traditional land caretakers of Tovaangar (the Los Angeles basin and So. Channel Islands). As a land grant institution, we pay our respects to the Honuukvetam (Ancestors), ‘Ahiihirom (Elders) and ‘Eyoohiinkem (our relatives/relations) past, present and emerging.*

**Collegewide:**

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