

Old Dominion University

Email Signature Template

The State of Virginia requires that all employees with state email addresses and state phone numbers include contact information in their email signature, which shall include, at a minimum, an office phone number and/or state cell phone number.

This requirement seeks to improve accessibility to employees. View your email signature as an electronic business card. It upholds an identity standard, and email signatures should follow the same conventions.

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Shared Mailbox

Currently, it is not possible to set different signatures for different shared mailboxes. The signature