### Instructions

Simply copy and paste one of the following signatures into your email client's signature template.

For Outlook 2016, visit the <u>support site</u> to set up your email signature.

## General use signature

### Your name

Your title

Your department

Missouri State University 901 S. National Ave. Springfield, MO 65897

Phone: 417-836-XXXX | Fax: 417-836-XXXX

YourName@MissouriState.edu | MissouriState.edu



MAKE YOUR MISSOURI STATEMENT.

## Academic signature

### Your name

Your title

Your department

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# Athletics signature

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Your title
Your department

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