# University Logo

## PC instructions:

1. Copy the signature below.
2. Create a new email. Click the Signature Button on the toolbar to open the Signature creation process.
3. Click New, paste the content in the signature section and edit content as desired.
4. Make the image accessible with alt text.
5. Right click on image and go to the option near the bottom that says Picture
6. Go to the far-right tab called Alt Text
7. In the box type in **UNC Chapel Hill Logo**
8. Remember to edit the hyperlink on the email address to be your actual email address.

## Mac instructions:

1. Open this document and leave it open.
2. Create a new email and click Edit Signatures.
3. Highlight the signature from this document and drag it over into the signature creation box (do NOT copy and paste, instead DRAG the highlighted text).
4. Edit content as needed. Remember to edit the hyperlink on the email address to be your actual email address.

*Some Mac users have experienced font size issues and have solved them with this hack:*

1. Send yourself an email with the new signature.
2. Decrease the name size to 11px, title and address info to 9px and website to 8px.
3. Drag that email signature into the signature creation box.

Your Name Here

(pronoun1/pronoun2/pronoun3)

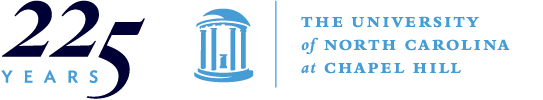
*Your Title Here*

University Communications

200 West Franklin Street, Suite 260

Chapel Hill, NC 27516

**P**  919-###-####   **E**  [youremail@unc.edu](mailto:youremail@unc.edu)



[UNC.EDU](http://unc.edu/)