# Email signatures – Danish School of Education – Campus Emdrup

As part of Aarhus University, the Danish School of Education has an official DPU/AU email signature, which we encourage you to use. Currently, signatures in emails sent by employees at the Danish School of Education come in many different shapes and forms.

Please find below:

* guidelines explaining how to create auto signatures in Outlook
* templates with the official Danish School of Education/AU email signatures
  + for Campus Emdrup
  + in both Danish and English versions
  + with text to be inserted in emails containing personal data (see <https://medarbejdere.au.dk/en/informationsecurity/data-protection/general-information/handling-email/>)

In case you have difficulties setting up the signature in Outlook, please contact your department administrator, who will assist you.

# Create and add a signature to messages in Outlook

## Create a signature

1. We suggest that you print this document to avoid having to scroll up and down
2. Scroll down to find the English template
   * Add your personal details within the template. As well as your name, title and relevant academic degrees, please add the information indicated in red
   * Delete the information indicated in red
   * Make sure that there are no empty spaces between the lines with the phone number(s), email address and web address, and that the bottom three lines in each column are aligned (for an illustration of what a signature should look like, please see the very bottom of this document).
   * Select and copy the signature, including the logo
3. Open Outlook and click on the ’Home’ tab
   * Click on ’New E-mail’
4. In the new window that opens, click the button ‘Signature’
5. From the drop-down list, select ‘Signatures’
6. A dialogue box (‘Signatures and Stationery’) will now open
   * Click the button ’New’
   * Enter a name, e.g. ’English signature’
   * Click ’OK’
7. You are now ready to add the signature you prepared earlier
   * Paste the signature that was copied from the template document in the field at the bottom of the dialogue box
   * Click ’OK’

**Check that the signature is displayed correctly when composing a message before making any further changes.**

**Also check that the included links to your email address and profile page function correctly.** If not, repeat steps 3-5.

* Select the signature you prepared by clicking on its name in the field on the top left of the ‘Signatures and Stationery’ dialogue box
* The signature will now be displayed in the field at the bottom of the dialogue box
* Copy the link that was not functioning properly (only the link itself)
* Click on the hyperlink button (resembles a globe and a figure eight on its side)
* The Insert Hyperlink dialogue box will now open. Delete any text in the field labelled either Address or E-mail address
* Paste the correct link

Repeat this procedure for any additional non-functioning links.

Note that it is possible to create additional signatures using the same procedure – for example, signatures in different languages or related to different job functions.

**When sending emails containing personal data**, you can use the above procedure to create an email signature, but must also insert the following text: “Please note that this email contains personal data. You must ensure that this data cannot be accessed by anyone else without good reason, and that it is deleted immediately when it is no longer required in relation to the purpose for which it was sent.”

## Setting up a Danish auto signature

If you want a Danish signature, please repeat the procedure using the Danish template in this document.

In Danish, the following text should be added to emails containing personal data: ”Vær opmærksom på, at denne mail indeholder personoplysninger. Det betyder, at du dels skal sikre, at personoplysningerne ikke unødigt tilgår andre samt, at oplysningerne straks slettes, når oplysningerne ikke længere er nødvendige i forhold til det formål, de er fremsendt”.

## Auto signatures

It is possible for Outlook to automatically add a signature to your mails.

This signature can either be added only to new messages (i.e. it will not be added when replying to an email) or also to other messages (i.e. when you reply to or forward an email). It is also possible to automatically add different signatures depending on whether you are sending a new message or replying to a message.

To automatically add signatures in Outlook:

* Repeat the steps above to open the ‘Signatures and Stationery’ dialogue box
* In the ’Choose default signature’ section, select the appropriate signature, or select (none), from the drop-down lists for:
* ’New messages’
* ’Replies/forwards’
* Click ”OK”

## Manually adding or changing a signature

It is possible to manually add a signature or to change/remove an auto signature using the following steps:

* In the message you are composing, click the button ’Signature’
* Select your chosen signature from the drop-down list

**Signature Campus Emdrup – Danish**

Med venlig hilsen

|  |  |
| --- | --- |
| **Fornavn(e) Efternavn**  Titel, evt. akademiske grader  T: +45 xxxx xxxx (your phone no.)   M: +45 xxxx xxxx (your mobile no.)  E: [yyyy@edu.au.dk](mailto:yyyy@edu.au.dk) (your email address)  W: <http://au.dk/yyyy@edu> (following backslash: Your email address, but without “.au.dk” = link to your webpage in PURE) | **DPU** Aarhus Universitet  Tuborgvej 164 (possibly:, building ?, office no.) 2400 København NV  T: +45 8715 0000  E: [dpu@au.dk](mailto:dpu@au.dk)  W: <http://dpu.au.dk/> |



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**Signature Campus Emdrup - English**

Yours sincerely,

|  |  |
| --- | --- |
| **First name Last name**  Title, possibly academic degrees  Mobile: (+45) xxxx xxxx (your mobile no.)  Phone: (+45) xxxx xxxx (your phone no.)    Email: [yyyy@edu.au.dk](mailto:yyyy@edu.au.dk) (your email address)  Web: <http://au.dk/en/yyyy@edu> (following backslash: Your email address, but without “.au.dk” = link to your webpage in PURE) | **Danish School of Education** Aarhus University Tuborgvej 164 (possibly:, building ?, office no.)  DK-2400 Copenhagen NV  Denmark  Phone: (+45) 8715 0000  Email: [dpu@au.dk](mailto:dpu@au.dk)  Web: <http://dpu.au.dk/en/> |



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## Your signature should look like this (the example includes text to be inserted in emails containing personal data)

Yours sincerely,

|  |  |
| --- | --- |
| **First name Last name**  Title, possibly academic degrees  Mobile: (+45) xxxx xxxx   Phone: (+45) xxxx xxxx    Email: [yyyy@edu.au.dk](mailto:yyyy@edu.au.dk)  Web: <http://au.dk/en/yyyy@edu> | **Danish School of Education** Aarhus University Tuborgvej 164  DK-2400 Copenhagen NV Denmark  Phone: (+45) 8715 0000  Email: [dpu@au.dk](mailto:dpu@au.dk)  Web: <http://dpu.au.dk/en/> |



“Please note that this email contains personal data. You must ensure that this data cannot be accessed by anyone else without good reason, and that it is deleted immediately when it is no longer required in relation to the purpose for which it was sent.”