TCU Gives Day Digital Swag – email signatures

# Instructions

* Choose one of the options below and update your information in place of SuperFrog’s Information
  + Be sure to link your email
  + You can include more information if you want (like social media links)
* Copy the entire table
* Navigate to Outlook and open a new message
* Click on “Signatures and Stationary” in the toolbar; click on “Signatures”
* Click “New”
* Choose a name for this signature
* Past the table in the “Edit Signature” box

# Signature Options

**Option 1:**

|  |  |
| --- | --- |
| **A picture containing text, sign  Description automatically generated** | **SUPERFROG**  DIRECTOR OF SPIRIT  OFFICE OF ATHLETICS  TCU BOX 297000  |  FORT WORTH, TX 76129  (o) 817-257-0000 | (c) 817-817-0000  SUPERFROG@TCU.EDU |

**Option 2:**

|  |  |
| --- | --- |
| **A purple sign with white text  Description automatically generated with low confidence** | **SUPERFROG**  DIRECTOR OF SPIRIT  OFFICE OF ATHLETICS  TCU BOX 297000  |  FORT WORTH, TX 76129  (o) 817-257-0000 | (c) 817-817-0000  SUPERFROG@TCU.EDU |

**Option 3:**

|  |  |
| --- | --- |
|  | **SUPERFROG**  DIRECTOR OF SPIRIT  OFFICE OF ATHLETICS  TCU BOX 297000  |  FORT WORTH, TX 76129  (o) 817-257-0000 | (c) 817-817-0000  SUPERFROG@TCU.EDU |

**Helpful tip:** by keeping your signature in a table format it will transition more smoothly when viewed on mobile and across other email platforms.