**Schulich E-Signature Instructions for Current Students**

Below you will find the template text for Schulich’s email signature for current students.

Edit the text to reflect your personal information.

Be sure to reset the links for your email address, the Indigenous Land Acknowledgement, and the Terms of Confidentiality.

Once your edits have been completed, copy and paste the text into a new signature within Outlook preferences. Minor type size alterations and finessing once imported into Outlook may be required.

Note:

• No other logos are permitted other than the Schulich/York U logo.

• Do not change the size or position of the Schulich/York logo.

• Due to AODA, do not replace the vertical bar with a bullet.

• Gender pronouns (optional): include pronouns next to your name (for example: she/her; they/them, he/him).

Generic e-signature sample for current students:

**First/Chosen Name and Last Name**, Gender Pronouns (optional)| XXX Candidate ’XX
Schulich School of Business | XXX-XXX-XXXX | namehere@schulich.yorku.ca

[Indigenous Land Acknowledgement](https://schulich.yorku.ca/indigenous-land-acknowledgment/)
URL should link to: https://schulich.yorku.ca/indigenous-land-acknowledgment/
[Terms of Confidentiality](https://schulich.yorku.ca/terms-of-confidentiality/)
URL should link to: https://schulich.yorku.ca/terms-of-confidentiality/