OSD and OSSB Email Signature Template

Copy and paste the formatted signature template into your Outlook email signature section. Remember to replace the placeholder text of the template with your contact information.

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Example of the email signature in use

Erin E. Biehl, M.A.

Public Information Officer
Office of the Superintendent
Pronouns: She/Her/Hers

Ohio School for the Deaf
500 Morse Road
Columbus, OH 43214
www.osd.ohio.gov

Ohio State School for the Blind
5220 N. High Street
Columbus, OH 43214
www.ossb.ohio.gov

(614) 728-6100 direct
(614) 806-2677 cell
Email: biehl@osdb.oh.gov



PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

OSD employee email signature template

Copy and paste the following OSD employee email signature template (including the school seal) into your Outlook Standard Signature section. Change the template placeholders with your information.

First Last Name, degree/certificate credentials (optional)
Job Title
Department/Office
Pronouns: She/Her/Hers He/Him/His They/Them/Theirs

Ohio School for the Deaf
500 Morse Road
Columbus, OH 43214
www.osd.ohio.gov

(614) 728-0000 direct
(614) 806-0000 cell
Email: ....@osdb.oh.gov

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OSSB employee email signature template

Copy & paste the following OSSB employee email signature template (including the school seal) into your Outlook Standard Signature section. Change the template placeholders with your information.

First Last Name, degree/certificate credentials (optional)
Job Title
Department/Office
Pronouns: She/Her/Hers He/Him/His They/Them/Theirs

Ohio State School for the Blind
5220 N. High Street
Columbus, OH 43214
www.ossb.ohio.gov

(614) 728-0000 direct
(614) 806-0000 cell
Email: ....@osdb.oh.gov





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OSDB employee email signature template

This template is for the employees that work at both schools.

Copy and Paste the following OSDB employee email signature template (including both school seals) into your Outlook Signature section. Change the template placeholders to match your information.

First Last Name, degree/certificate credentials (optional)
Job Title
Department/Office
Pronouns: She/Her/Hers He/Him/His They/Them/Theirs

Ohio School for the Deaf
500 Morse Road
Columbus, OH 43214
www.osd.ohio.gov

Ohio State School for the Blind
5220 N. High Street
Columbus, OH 43214
www.ossb.ohio.gov

(614) 728-0000 direct
(614) 806-0000 cell
Email: ....@osdb.oh.gov

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Instructions: email signature settings in Outlook Office 365*

1. Go to **Settings** (The Gear Icon located top right of menu bar)
2. Click **View all Outlook settings** link (located at the bottom of the Settings Navigation pane).
3. Select **Mail**, then **Compose and Reply**
4. Under **Email signature**, click in the text box to add your signature. Download the attached Word document to copy and paste the formatted signature template and update it with your signature information.
    1. The school seal images and their alt text should copy over from the word doc. If the alt text does not copy over please make sure to add it.
    2. Pronouns are not a required signature component. The template gives the preferred formatting for how to list pronouns in your signature block if you choose to add them.
5. Click **Save**

*If you are using the Outlook desktop app instead of Office 365 web version, your email signature setup will look different than what is listed above and the settings location will be different. Here are instructions of how to setup the email signature in the Outlook desktop app.

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