



WE'RE FIGHTING FOR A NEW CONTRACT

GSOC-UAW LOCAL 2110 The Union for Graduate Employees
at New York University

Changing Your Email Signature and Setting up a Auto Responder during strike

Suggested Auto Responder

Thank you for your email. Our graduate worker union (GSOC), of which I am a member, is currently on strike and therefore I am not accessing work emails from April 26th onwards.

After 10 months of contract negotiations, NYU has refused to move on key areas of our contract where we proposed a living wage, affordable health care, better protections for international and immigrant student workers, and support for working parents.

Furthermore, despite a statement of support against police brutality, **NYU has refused to ensure the safety of marginalized students on campus by continuing to grant the NYPD the power to police students on private campus property.**

While our union had hoped NYU would offer realistic counter proposals in our negotiations, an overwhelming majority (96.4%) of GSOC members voted yes to authorize a strike beginning Monday, April 26. **As such, I will not be available to perform any work duties connected with my employment at NYU until the end of the strike.**

If you're looking to support GSOC further, there are a number of ways that you can support our strike, by either [signing an open letter](#), raising awareness about the strike, and helping us put further pressure on the university to negotiate in good faith. **You can see our one-pager on supporting the union [here](#).**

Thank you for your anticipated support,

Suggested Copy for Email Signature:

[your name]

NYU graduate student workers keep NYU running. After 10 months of bargaining, 96% of us agree there is no other option but to strike.

I'm striking for a fair contract.

Learn more about our strike and contract bargaining so far at <https://makingabetternyu.org>

Signatures in GMail – From support.google.com

An email signature is text, like your contact information or a favorite quote, that's automatically added at the end of Gmail messages as a footer.

Note: To learn how to recreate your Outlook signatures in Gmail, visit [section 2.5 of the Learning Center](#).

Computer Android iPhone & iPad

You can put up to 10,000 characters in your signature.

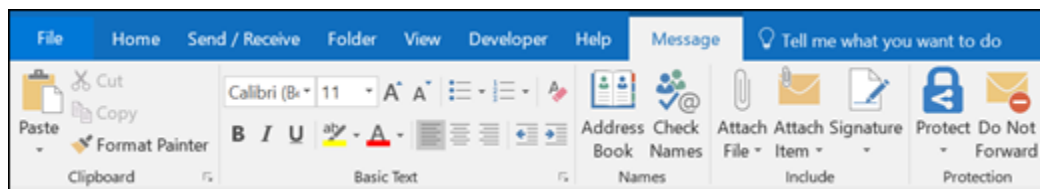
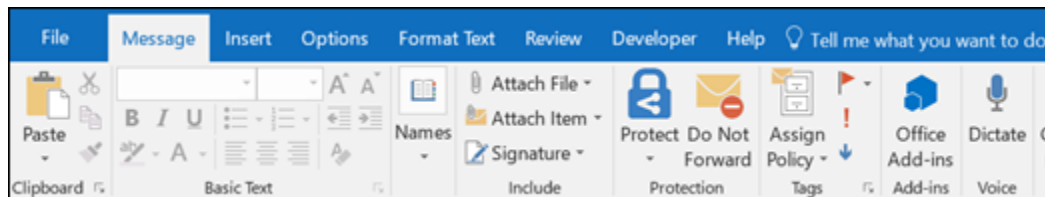
1. Open [Gmail](#).
2. In the top right, click Settings  > See all settings.
3. In the "Signature" section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.
4. At the bottom of the page, click Save Changes.

Signatures in Outlook– From support.microsoft.com

Open a new email message.

On the **Message** menu, select **Signature > Signatures**.

Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.



Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.

Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature** box. You can also use one of our [pre-designed templates](#) for your signature. Download the templates in Word, customize them with your personal information, and then copy and paste them into the **Edit signature** box.

Notes:

- You can add links and images to your email signature, change fonts and colors, and justify the text using the mini formatting bar under **Edit signature**.
- You can also add social media icons and links in your signature or customize one of our pre-designed templates. For more information, see [Create a signature from a template](#).
- To add images to your signature, see [Add a logo or image to your signature](#).

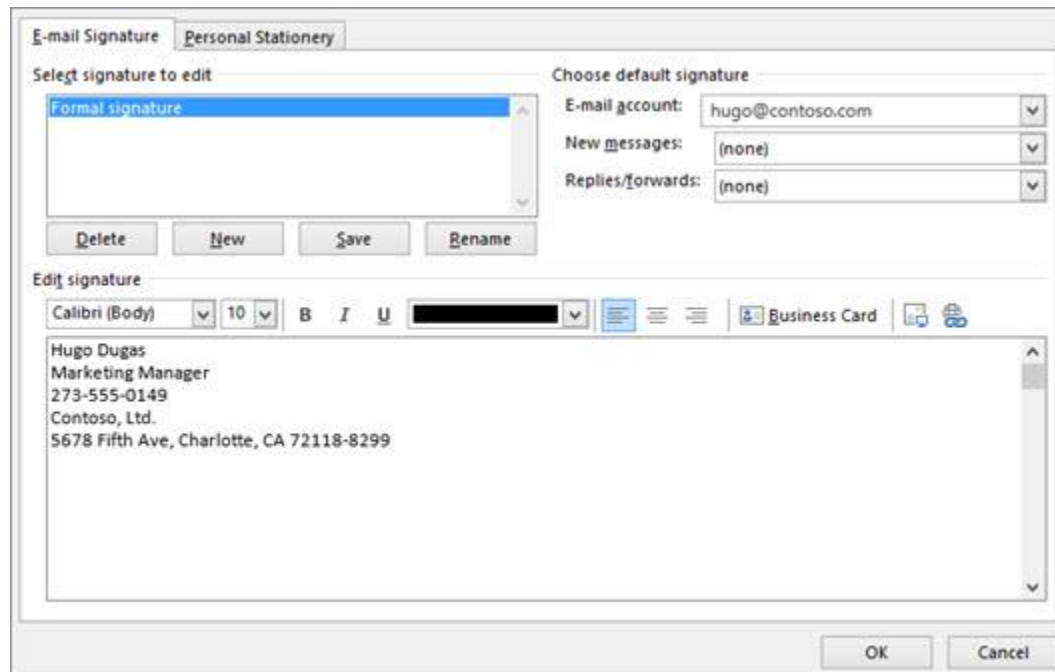
Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards**

drop-down, select one of your signatures. Otherwise, accept the default option of (none).



Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

Signatures on a Mac- From exclaimer.com

1. Go to the homepage on your Mac. Select the Mail icon from the heading to open Apple Mail.
2. Click on Preferences. When the new window opens, choose Signatures.
3. In the column on the left, you will see a list of email accounts linked to Apple Mail. Select the account you want your email signature to be used for. If you select All Signatures when creating a signature, you will need to drag the new signature to an email account before it can be used.
4. Click the Plus (+) icon.
5. Type a name for the signature in the middle column. We recommend using a name that you can easily identify.
6. Start building your Mac signature in the right column (the preview). This is where you create, format, and preview your email signature design.
7. To add an image like your company logo, download the file to your Mac first. Then, drag the image into the preview section and resize it as needed.

8. To change the font type and color in your signature, highlight the text you want to update. Then, click on Format at the top of the screen. Show Fonts gives you all the fonts you can use, while Show Colors highlights the colors available.
9. To add a hyperlink, click on the Edit option from the heading. Use the Add link function to link a URL to a specific word/s highlighted within your signature.
10. If you want your signature to appear after any text in emails you reply to or forward, deselect the tickbox named "Place signature above quoted text". This can be found in the Preference window.
11. Once you have completed your signature, close the window you have been working in. All changes will be saved automatically.
12. When you compose a message in Apple Mail, the option to choose your new Mac email signature will appear beside the sender information bar.