Dear CPH Faculty and Staff:

As we have now been in Paley for a semester, it is time to ensure that your contact information is correct. I am asking that you please review the information listed in both your email signatures and the Cherry and White directory to ensure that they are both correct and contain your office number, phone number, and email. It is important for students, staff, faculty, and potential collaborators to be able to reach you.

Our standard format for email signatures is:

Name and Designations
Title
Temple University Barnett College of Public Health
Office Number Paley Hall - 1210 W. Berks St.
Philadelphia, PA 19122
Office Phone Number
Email Address

<mark>Optional:</mark> Would you like to help the College increase access to high-quality education for all students? Please consider making a gift to our fundraising campaign: Public Health for a Better Tomorrow

To include the logo, you can find it in the **Marketing Toolkit** under **Main College Logos**. You are also welcome to include any discipline-specific information and designations, but I ask that everyone maintain the same format for their email signature.

Updating Contact Information in Email Signature
<mark>**To edit your email signature using Microsoft Outlook for PCs**</mark>
1. Open Outlook and click **File** > **Options** > **Mail**.
2. Click the **Signatures...** button.
3. In the Signatures and Stationery dialog, select the signature you want to change from the "Select signature to edit" list
4. Make your edits in the "Edit signature" box, then click **Save** and **OK**

<mark>**To edit your email signature using Microsoft Outlook (Web or New Microsoft Outlook)**</mark>
1. Open Outlook and click **File** > **Options** > **Mail**.
2. Click the **Signatures...** button.

3. In the Signatures and Stationery dialog, select the signature you want to change from the "Select signature to edit" list
4. Make your edits in the "Edit signature" box, then click **Save** and **OK**

To edit your email Signature for Microsoft Outlook for Macs:
1. **Open Settings**: In the Outlook app, click **Outlook** in the top menu bar (next to the Apple logo), then select **Settings** (or **Preferences** on older versions).
2. **Go to Signatures**: Under the **Email** section, click **Signatures**.
3. **Select Signature**: In the left pane, click the signature you want to update.
4. **Edit Content**: In the large text box on the right, make your desired changes (text, formatting, images, links).
5. **Set Defaults (Optional)**: Below the signature list, choose your account and select which signature to use for **New messages** and **Replies/forwards**.
6. **Save**: Close the Signatures window; your edits are saved automatically.

Updating Contact Information in Cherry and White
1. Log into **TUportal**.
2. Click on **Manage My TUprofile** in the upper right corner.
3. You will see several columns of options. Click **Manage Addresses and Phones**.
4. Under **Update Addresses and Phones**, click on **pencil icon by Temple Directory**. Update your address. Please make sure your room number is included in Address Line 1. Then click Submit when you have finished editing this.
5. Now look at the right side of the screen under phone numbers.
6. If you are adding your direct phone number, click **Add Phone** and follow the instructions. If you are editing your direct phone number, click on the **pencil icon next to Direct Phone** and follow the instructions.
7. To select which phone number is displayed in the Cherry and White directory, scroll down to **Your Cherry and White Directory Information**. Select the correct phone number from the drop-down menu by **Direct Phone**. Hit **Save Directory Information**.
8. Please note that Cherry and White takes 24 hours to update, so you will not see your changes immediately after you change them.

I appreciate your taking a few minutes to review this information.

Additionally, over the past week, we have been conducting a phone audit of extensions that have shown very little activity over the past year. If you receive a message from someone in the Dean's Office trying to confirm your name and extension, please call back. We are looking to turn off any unused phone lines. Please feel free to reach out with any questions.

Best,

Jenn