Add Web Archive Team call out footer to your email signature

The Web Archive Team has launched their campaign to preserve the UEFA Women's EURO England 2022 tournament websites and there is a new footer for colleagues to use in their emails.

- **How to add an email signature**
- **Web Archive Team footer**
- **Pronouns**

How to add an email signature to your Outlook email account

From your inbox, go into **File / Options / Mail** and select the **Signatures** button.

Click into the signature box and copy in the reopening image (or combined general signature and reopening image) before clicking OK twice. This will set your new Outlook email signature.

Web Archive Team's UEFA Women's Euro 2022 footer

Adding the Web Archive Team footer

To copy the below image, right click on the image and select copy. You will then be able to paste the image into your Outlook email signature box.

You also to hyperlink to the following page: https://www.webarchive.org.uk/en/ukwa/info/nominate

Pronouns

Pronoun email signature templates

1. Template for Boston Spa with link to an explanation of pronouns

First name last name	**The British**
Pronouns: they / them / their	**Library**
	Boston Spa
Job title	**Wetherby**
Department	

British Library

T +44 (0) 1937 54 ADD
EXTENSION
email.address@bl.uk

West
Yorkshire

LS23 7BQ

www.bl.uk

Please see www.mypronouns.org/what-and-why for more information on pronouns

2. Template for St Pancras with link to an explanation of pronouns

First name last name
Pronouns: she / her / hers

Job title
Department

**T +44 (0) 20 7412 ADD
EXTENSION**
email.address@bl.uk

**The British
Library
96 Euston
Road
LONDON
NW1 2DB**

www.bl.uk

Please see www.mypronouns.org/what-and-why for more information on pronouns

Pronoun signature template and reopening footer combined

Copy the pronoun signature (above templates) along with the reopening footer image, and paste them into your Outlook email signature box. You will then be able to amend the pronoun signature template with your own personal details.