### Copy all of the text and the picture below and paste it into your signature as per the instructions on the help page: <https://help.chi.ac.uk/setting-your-staff-signature-your-university-email>

**We recommend that copy and paste the text and the image separately.**

## Email template for Staff based at Bishop Otter campus

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| --- |
| Full name  Job title  [a.staff@chi.ac.uk](mailto:a.staff@chi.ac.uk) | (+44) 01243 81\*\*\*\* | University of Chichester, Bishop Otter campus, College Lane, Chichester, West Sussex, PO19 6PE  |  [chi.ac.uk/findus](http://chi.ac.uk/findus)  [/Users/gdonalds/Library/Containers/com.microsoft.Outlook/Data/Library/Caches/Signatures/signature_325832381](https://www.chi.ac.uk/) |

## Email template for Staff based at Bognor Regis campus

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| --- |
| Full name  Job title  [a.staff@chi.ac.uk](mailto:a.staff@chi.ac.uk) | (+44) 01243 81\*\*\*\* | University of Chichester, Bognor Regis campus, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HR  |  [chi.ac.uk/findus](https://chi.ac.uk/findus)  [/Users/gdonalds/Library/Containers/com.microsoft.Outlook/Data/Library/Caches/Signatures/signature_325832381](https://www.chi.ac.uk/) |