### 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

|  |
| --- |
| Full nameJob titlea.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 |

## Email template for Staff based at Bognor Regis campus

|  |
| --- |
| Full nameJob titlea.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 |