Copy all of the text below and paste it into your signature as per the instructions on the help page: [Setting up your staff signature on your University email](https://help.chi.ac.uk/setting-your-staff-signature-your-university-email)

**Note: From May 2024 you will no longer need to insert the University image banner into your email, this will be done automatically for you. You can still include images for professional memberships and awards beneath the signature text below.**

Remember to update your

* full name
* job title
* email address
* phone number

## Email template for Staff based at **Bishop Otter campus**

Full name

Job title

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)

## Email template for Staff based at **Bognor Regis campus**

Full name

Job title

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)