



Sustainability in Action

Pronoun Guidelines for Email Signature

Pronouns can now be added to your email signature via our branded [Signature Tool](#). Add your preferred pronouns by visiting the [MySignature website](#) and completing the form, ensuring all required fields are filled out. The "My Pronouns" field, located just below the "Title" field, is optional. You will want to ensure your signature pronouns match the same ones selected in your Workday profile:

- He/Him
- She/Her
- They/Them

Once all required fields are complete, select the "Preview Image" button at the bottom of the page to review your entries. When satisfied with your entries, select "Create Signature Files" and then the "MySignature.ext" link to obtain the installation files.

For additional installation assistance, please reference the ["MySignatureInstallation Guide."](#)