**CBS mailsignaturer** / email signatures

**Opdateret** / updated: August 2023

**En kort standardudgave brugt til svar:**

Default short version used for replies:

Venlig hilsen / Kind regards,

**Name Namesen**

Title

**Name of department/unit**

Optional extra text  
Copenhagen Business School

Tel.: +45 3815 3815

Mob.: +45 1234 5678

Email: your.cbsid@cbs.dk

**En længere udgave brugt til nye mails:**

Long version used for new emails:

Venlig hilsen / Kind regards,

**Name Namesen**

Title

**Name of department/unit**

Optional extra text

**Copenhagen Business School**

Address, room 1.234

Solbjerg Plads 3

2000 Frederiksberg

Denmark

Tel.: +45 3815 3815

Mob.: +45 1234 5678

Email: your.cbsid@cbs.dk

**Sproget kan enten være dansk eller engelsk (eller en kombination af begge sprog), alt efter hvad man vurderer, der er behov for i de mails, man typisk skriver.**

The language can either be Danish or English (or a combination of both languages), depending on what you think is needed for the emails you typically write.

**Sådan sætter du din signatur op i Outlook – vælg version:**

* [Web og Nyt Outlook til Windows](https://support.microsoft.com/da-dk/office/opret-og-tilf%C3%B8j-en-mailsignatur-i-outlook-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3#ID0EBDD=New_Outlook)
* [Nyere versioner til Windows og Office 2007-2010 til Windows](https://support.microsoft.com/da-dk/office/opret-og-tilf%C3%B8j-en-signatur-til-meddelelser-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#ID0EDBH=Newer_versions)
* [Ny Outlook til Mac og Outlook til Mac eller 2016-2021](https://support.microsoft.com/da-dk/office/opret-og-inds%C3%A6t-en-signatur-i-outlook-til-mac-f4d21492-0956-4429-95ad-2769745b539c#ID0EBF=New_Outlook_for_Mac)

Here’s how you set up a signature in Outlook – choose your version:

* [Web and New Outlook for Windows](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3#ID0EBDD=New_Outlook)
* [Newer versions for Windows and Office 2007-2010 for Windows](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#ID0EDBF=Newer_versions)
* [New Outlook for Mac and Outlook for Mac or 2016-2021](https://support.microsoft.com/en-us/office/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c#ID0EBF=New_Outlook_for_Mac)