

Email signatures

Signatures provide a standard sign off at the bottom of your email and usually include your name, job title, department and contact details.

In the same way we have a standard format for business cards, we would like staff to apply the style to their email signatures. It is important that we have consistency within our email signatures, as this can help us to strengthen our brand identity.

Having these details in our email signatures also encourages us to cut down our email useage by making it easier for us to contact our colleagues by telephone.

Email signature template

A template is provided below, please ensure you use Arial 10 when formatting your email signature.

Enter name

Enter job title

Enter Institute/Department

UCL Faculty of Population Health Sciences

Tel: +44 (0)enter telepone number (Enter internal telephone number)

E: Enter email address W: Enter website address Twitter: Enter relevant Twitter account

Enter building address

Enter building address

Working week: If part-time or working remotely enter these details here. E.g. **Working week:** Monday – Thursday. I work remotely on Mondays.

How to update your signature

See UCL guidelines for updating your email signature.

- [Add a signature in Outlook 2016 for Mac](#)
- [Add a signature in Outlook Web Access \(OWA\)](#)