**Email signature example**

**Important note:** to share this page with colleagues you will need to share the link below which has permission open to the university and does not require an access request.

[**https://uogcloud.sharepoint.com/:w:/s/ContentTeam-CR-MCO/EVWUIYqfWCxKuhShlfEC-CYB81jrEt34umcdxN9BEUDMAA**](https://uogcloud.sharepoint.com/%3Aw%3A/s/ContentTeam-CR-MCO/EVWUIYqfWCxKuhShlfEC-CYB81jrEt34umcdxN9BEUDMAA)**Instructions**

Copy and paste the text below and add your details. Download the resized [logo here for your signature.](https://uogcloud.sharepoint.com/%3Ai%3A/s/ContentTeam-CR-MCO/Ee_dfioC_7JJqpW96deqA0sBKuURVsypiA8KbzIH0GfYxw?e=zDJvW3)

# Title (optional) First name Surname Job title

Faculty or department name University of Greenwich Email (link)

Contact me on Teams (link - see guidance) Phone (optional)

Pronouns: (optional)

Working hours/days: (optional)

Talk to me about: (optional one line of text)

****

# Frequently asked questions (FAQs)

**I need help updating my Outlook email signature?**

To set up or change an email signature in Outlook, look at the Microsoft help page [here](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2).

**How do I add a 'Contact me on Teams' link?**

1. Copy the below link and personalise it by changing the 'your email address' part to your actual University of Greenwich email address that you use with Teams. Do not change any other part of the link - <https://teams.microsoft.com/l/chat/0/0?users=youremailaddress>
2. Highlight the text in the signature you want to hyperlink - **Contact me on Teams**
3. Find the 'add hyperlink' button in the signature/compose and reply tool
4. Paste the personalised link from step 1 into the text box and click 'OK'
5. When people click on the link it will open a chat with you in their Teams window.

**What is the email signature style detail?**

**Font:** for the name and job title is Arial 11 and the rest of the text is Arial 10

**Colour:** Our corporate navy blue - colour code RO G3 B61 / Hex #00033D - the rest of the text is black

**Email address:** Type your email address and a hyperlink should appear automatically when you press enter

**Teams link:** See above for details of how to add a link to Teams to your signature

**Phone number is optional:** Add this if you have a work phone

**Pronouns are optional:** Add these if you would like to

**Working hours/days is optional:** Add this if you don't work regular full-time hours

**Talk to me about is optional:** Add key information about your role that you would like to share here

**Logo:** The University of Greenwich logo in navy is the **only** image you should add. The **logo size**

should be 4.3cm wide x 1.67cm high.