Email Signature Templates

Your email signature is an essential way for internal and external recipients to know more about you. Please ensure that the following information is in your University email signature:

* Your name
* Your job title
* Telephone &/or mobile number (optional)
* University of Birmingham
* Your division, college or department
* University website
* University social media

You may also choose to include your pronouns as part of your signature as in the examples below. This is completely optional.

## Font

**FONT:** Arial  
**COLOUR:** Black   
**FONT SIZE:**  Name: 12pt, Title: 9pt, Contact Number: 9pt, Secondary Text: 8pt, Recent publications: 9pt.

## Examples

Here’s how this would look in practice. You can amend the below, then copy and paste it into your signature in Outlook.

### UK Version

**First name Last name (pronouns – eg. they/them – this is completely optional)**

Job Title

**+44 123 456 789**

University of Birmingham

Department

[www.birmingham.ac.uk](http://www.birmingham.ac.uk)

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For the most up-to-date-information, visit: [www.birmingham.ac.uk](http://www.birmingham.ac.uk)

### UK version with recent publications

**First name Last name (pronouns – eg. they/them – this is completely optional)**

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**Recent Publications**

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For the most up-to-date-information, visit: [www.birmingham.ac.uk](http://www.birmingham.ac.uk)

### Dubai Version

**First name Last name (pronouns – eg. they/them - this is completely optional)**

Job Title

**+44 123 456 789**

University of Birmingham

Department

[www.birmingham.ac.uk](http://www.birmingham.ac.uk)/dubai

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### Dubai version with recent publications

**First name Last name (pronouns – eg. they/them – this is completely optional)**

Job Title

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University of Birmingham

Department

[www.birmingham.ac.uk](http://www.birmingham.ac.uk)/dubai

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**Recent Publications**

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