125 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.

We ask that everyone uses the main University crest and wordmark, and not any departmental lockups as part of the signature. It must either be the primary University or Dubai logos.

When copying the signature into Outlook, please ensure to check the formatting so the copy doesn’t revert to Aptos.

## **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.

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

Job Title

**+44 123 456 789**

University of Birmingham

Department

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

[X](https://twitter.com/unibirmingham) / [Instagram](https://www.instagram.com/unibirmingham/) / [Facebook](https://www.facebook.com/unibirmingham) / [LinkedIn](https://www.linkedin.com/school/university-of-birmingham/)

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Description automatically generated](https://www.birmingham.ac.uk/index.aspx)

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| **Celebrating 125 years scholars students breakthroughs connections** | | |
|  |  |  |
|  |  | #UoB125 |

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

## **UK version with recent publications and staff profile**

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

Job Title

**+44 123 456 789**

University of Birmingham

Department

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

Staff profile (insert link here)

[X](https://twitter.com/unibirmingham) / [Instagram](https://www.instagram.com/unibirmingham/) / [Facebook](https://www.facebook.com/unibirmingham) / [LinkedIn](https://www.linkedin.com/school/university-of-birmingham/)

**Recent Publications**

Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et,   
Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et obcaecati quidem non voluptatem omnis.

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| **Celebrating 125 years scholars students breakthroughs connections** | | |
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|  |  | #UoB125 |

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## 

## **Dubai Version**

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

Job Title

**+44 123 456 789**

University of Birmingham

Department

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

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

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| **Celebrating 125 years scholars students breakthroughs connections** | | |
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|  |  | #UoB125 |

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## **Dubai version with recent publications and staff profile**

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

Job Title

**+44 123 456 789**

University of Birmingham

Department

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Staff profile (insert link here)

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**Recent Publications**

Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et,   
Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et obcaecati quidem non voluptatem omnis.

Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et,   
Lorem ipsum dolor sit amet. Ut nostrum doloremque ut quod tenetur et obcaecati quidem non voluptatem omnis.

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