**EMAIL SIGNATURES**

Email is a primary communication tool for so many. It is important that your colleagues throughout our system know who you are and how to contact you. When you send an email, a signature lets the receiver know what department you work in and your title.

In addition, uniform email signatures deliver brand consistency electronically across UofL Health. Just as our business cards and letterhead uphold an identity standard, email signatures should follow a similar conventional style.

The signature below was designed to project a distinct UofL Health identity and to achieve consistency in our communications, both internally and externally. Email signatures present essential information, such as contact details, for the convenience of those with whom the staff is communicating.

**Email signature guidelines:**

* The only font you should use in your email signature is Arial. Your name should be in 12-point font, everything else should be in 10-point font.
* You may only use one logo--the UofL Health logo.
* Absolutely no other URLs, logos, emblems, sayings or quotes are permitted.
* Email signatures should also be set when sending correspondence from your mobile device. The logo, in this instance, isn’t necessary.
* Email address, cell phone and fax numbers are optional.
* Please include your email signature on all new emails as well as replies/forwards.

**\*\*\***

**Copy and paste the following for your email signature. Then personalize for your use.**

**Name Last Name**
Title/Position
Department Name
**Facility/Entity**

O: 502-000-0000
C: 502-000-0000
F: 502-000-0000

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