

# UCSF Health Email Signature



## Instructions

- Update your information below
- Be mindful that the text stays in Arial size 10 (Name in Arial 11)
- Copy the signature
- Open Outlook preferences, select “Signatures”
- Paste the signature
  - **Click the clipboard icon that pops up and select “Keep source formatting”**
- Confirm your signature matches the below

## DO NOT:

- Resize the logo
- Add colors
- Add a tagline
- Use your department or division logo
- Use more than 5 website links

Below is a signature template that includes indicating your pronouns. Edit, copy and paste it into the "Signatures" window in Outlook Settings.

### **Name Here**

Title, Department/Divison

Pronouns: she/her - he/him - they

### **Name Here**

Title, Department/Divison

Pronouns: please use my name

### **Department or Clinic Name**

**Street Address | City, State, Zip**

tel: (111) 111-1111

[first.last@ucsf.edu](mailto:first.last@ucsf.edu)

### **Department or Clinic Name**

**Street Address | City, State, Zip**

tel: (111) 111-1111

[first.last@ucsf.edu](mailto:first.last@ucsf.edu)

**UCSF** Health

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