



E-mail Signature Guidelines

Name:

Arial Bold 12 pt.

Text Color for name:

R:0 G:61 B:119

Credentials:

Arial Regular 11 pt.

Text Color for

PennWest University:

R:0 G:61 B:119

Credential Text Color:

75% Black

Confidentiality Statement:

Arial Regular 9pt.

50% Black

Color:

PennWest.edu

R:0 G:61 B:119

#003D77

Optional:

- Department
- Mobile number
- Fax number
- Social media
PennWest official pages
(no personal accounts)

PennWest brand identity standards dictate that “PennWest” should always be displayed without a space between “Penn” and “West.” While a capital “P” and “W” are the standard, all lower case “pennwest” may be used for email addresses as shown.

Option 1 - Long Format - Logo

First Last Name

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu



The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender. Pennsylvania Western University is a public agency; consequently, this email may be subject to disclosure under the commonwealth’s Right-to-Know Law.

.....

Option 2 - Long Text Format

First Last Name

Title

Department

Pennsylvania Western University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

PennWest.edu

.....

Option 3 - Short Text Format

First Last Name

Title

Pennsylvania Western University

123-456-7890 | name@pennwest.edu

PennWest.edu



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Credentials:

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Text Color for

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Optional:

- Department
- Mobile number
- Fax number
- Social media
PennWest official pages
(no personal accounts)

PennWest brand identity standards dictate that “PennWest” should always be displayed without a space between “Penn” and “West.” While a capital “P” and “W” are the standard, all lower case “pennwest” may be used for email addresses as shown.

Option 4 - Long Format - Logo - Social Media

First Last Name

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu



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Please note: Example social media icons are not automatically linked to accounts. If employees choose this signature option, they must link the icons to the correct accounts.

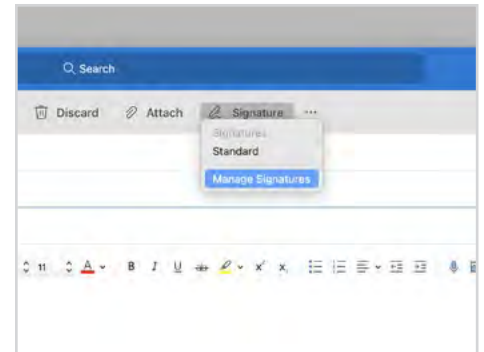
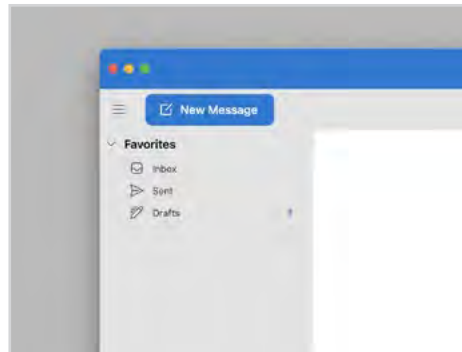
How to update your email signature - Microsoft Outlook for Mac

1. Download the Microsoft Word email signature document below.

[PennWest Email Signature Word Template](#)



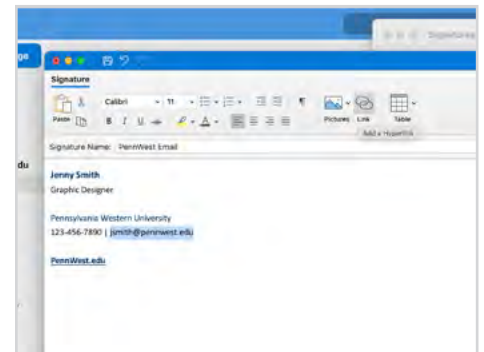
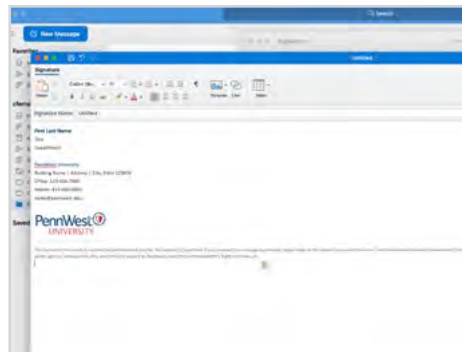
2. Open the template.



3. Copy the signature option you would like to use (signature text, logo, disclaimer, and icons, if applicable).

4. Outlook: Click the New Message button. Find the *Signature* tab and select the *Signatures...* from the menu.

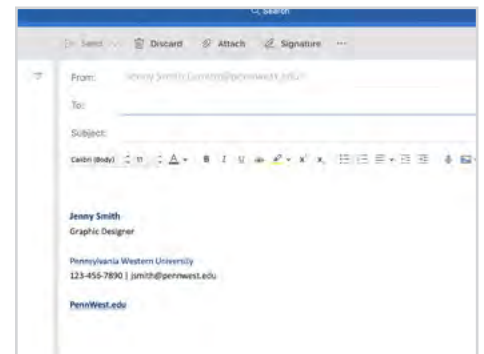
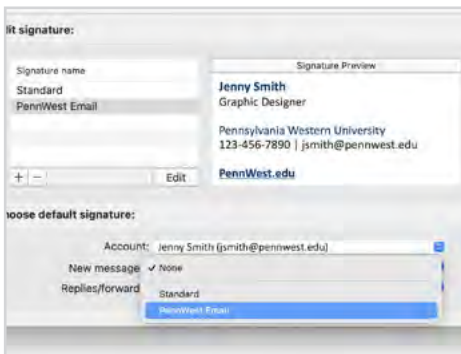
5. Click Manage Signatures.



6. Click + icon at the bottom of the *Signatures* window to create a new signature.

7. Paste the copied signature template text from the Word document into your new signature window.

8. Select and type your credentials, making sure to retain the type specifications. Remember to create link for your email address. Name your new signature so it's easy to find.



9. Select your new signature under *choose default signature – new messages*.

10. Save and close signature window.

11. Your new signature will now appear every time you send a new email.

How to update your email signature - Microsoft Outlook for PC

1. Download the Microsoft Word email signature document below.

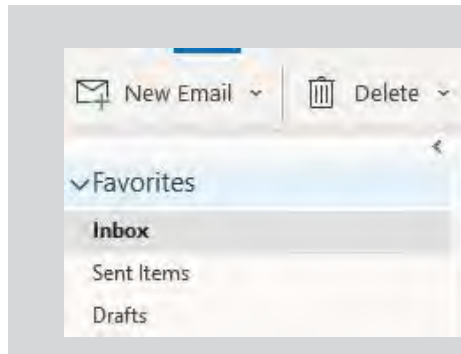
[PennWest Email Signature Word Template](#)



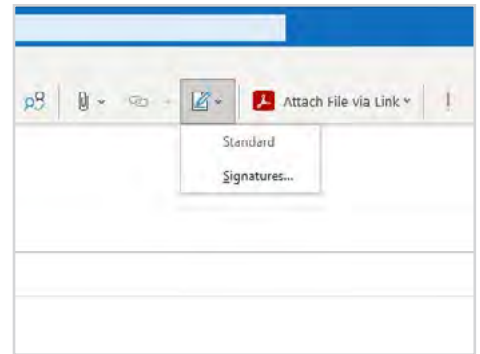
2. Open the template.



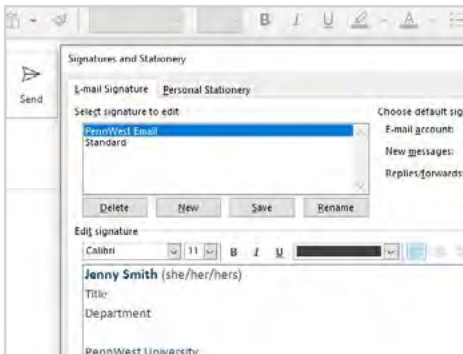
3. Copy the signature option you would like to use (*signature text, logo, disclaimer, and icons, if applicable*).



4. Outlook: Click the New Email button. Find the *Signature* tab and select the *Signatures...* from the menu.



5. Click Signatures.

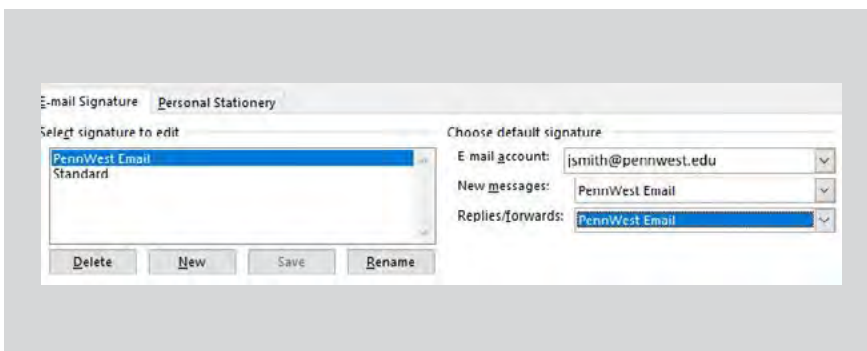


7. Paste the copied signature template text from the Word document into your new signature window.

8. Select and type your credentials, making sure to retain the type specifications. Remember to create link for your email address. Name your new signature so it's easy to find.

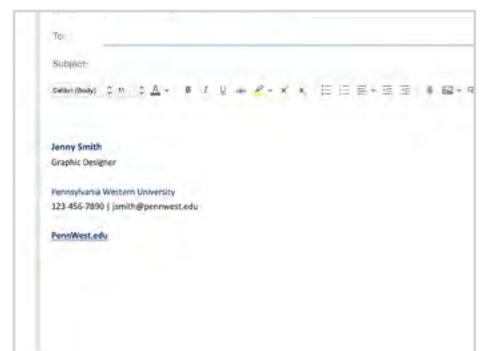


6. Select New and name the signature. Select OK.



9. Select your new signature under *choose default signature – new messages*.

10. Close signature window.



11. Your new signature will now appear every time you send a new email.