PennWest University Email Signature

Option 1 - Long Format – Logo

**First Last Name** (she/her/hers)

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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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**](https://www.pennwest.edu/)

Option 3 - Short Text Format

**First Last Name**

Title

Pennsylvania Western University

123-456-7890 | name@pennwest.edu

[**PennWest.edu**](https://www.pennwest.edu/)

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: The PennWest social media accounts are scheduled to be active effective
July 1, 2022. Social Media icons are not linked to any PennWest social media accounts.
Employees will have to link them once the accounts are active.*